

## Consultant Integrity Education

### Standards and Integrity

<b>Position number</b>	00027164
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> or as replaced
<b>Classification</b>	Level 5
<b>Reports to</b>	Principal Consultant, Integrity Education (Level 7)
<b>Direct reports</b>	Nil

#### Context

The Department's Standards and Integrity Directorate within the Professional Standards and Conduct Division, is responsible for:

- the assessment and management of complaints in line with the new Complaints and Notifications Policy
- investigation of staff disciplinary matters
- reviews into child deaths and incidents
- monitoring working with children check compliance, associated with departmental employees.

The Directorate promotes a culture of integrity across the organisation by delivering education, training and support that promotes high standards of conduct amongst staff and focuses on resolving complaints effectively, maintaining child safety, and reducing serious misconduct risk associated with fraud and corruption.

The department investigates allegations of staff conduct in accordance with the *Public Sector Management Act 1994*, and with reference to the department's Code of Conduct, policy framework, and formal instructions from the Public Sector Commissioner.

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#### Key responsibilities

- Provide a consultancy service, including operational information and advice, to departmental staff in relation to risk and misconduct management and Working with Children Check compliance.
- Assist in maintaining and monitoring the Working with Children Check Recording System to record, track and monitor the Department's compliance with the requirements of the *Working with Children (Criminal Record Checking) Act 2004*.
- Liaise with key stakeholders within the Department to promote acceptance of the misconduct management process.

- Contribute to the development of system-wide prevention and education strategies and programs consistent with the Standards and Integrity Directorate strategic plans.
- Research, evaluate and report on risk and misconduct management matters to identify critical issues and trends and provide input to strategic planning, policies, reports and briefings.
- Provide administrative support for the organisation of professional learning activities, including promotional and scheduling.
- Design, develop and present professional learning programs, including presentations to pre-service teachers, workshops and seminars.
- Administer the Department's on-line course in Accountable and Ethical Decision Making, including contract management.

### **Selection criteria**

1. Demonstrated knowledge and understanding of legislation, frameworks and policies relating to risk, misconduct management and Working with Children compliance.
2. Demonstrated well developed written communication and presentation skills, including the ability to design and deliver presentations to a variety of stakeholders.
3. Demonstrated well developed oral and interpersonal communication skills, including the ability to work collaboratively in a team environment to deliver services across a range of internal and external sites and with a variety of stakeholder groups.
4. Demonstrated well developed research skills and the ability to interpret legislation and policy, and develop and implement a range of strategies and initiatives related to risk and misconduct management.
5. Demonstrated well developed organisational skills with the ability to prioritise tasks to meet conflicting deadlines.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment and yearly thereafter
- complete a declaration prior to employment and annually thereafter disclosing any previous disciplinary findings, criminal charges or convictions, and ongoing conflicts of interest
- provide a statement from previous employer/s with regard to any disciplinary findings
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within one month of appointment.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date            1 August 2022  
Reference    D22/0539573