



Project Manager, Business Improvement

Professional Standards and Conduct

Position number	00040252
Agreement	Public Sector CSA Agreement 2021 (or as replaced)
Classification	Level 8
Reports to	Executive Director, Professional Standards and Conduct (Class 2)
Direct reports	Nil

Context

The Professional Standards and Conduct Division includes the Standards and Integrity Directorate, the Risk and Assurance Directorate, the Legal and Legislative Services Branch, the Parent Liaison Office and the Criminal Screening Unit. The Division provides strategic leadership to enable the development, implementation and effective management of policies and strategies that fulfils statutory obligations and ensures that the highest standards of professionalism and integrity are demonstrated by all staff in the Department. The Division also provides strategic advice to Corporate Executive on risk profiling and management, corruption prevention, internal control, complaints investigation and management as well as child protection strategies and critical incident reviews.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide complex high-level advice to the Executive Director and other senior Department officers on systemic reform initiatives, directions and outcomes in relation to school-level and system-level requirements in audit, risk management, business continuity, misconduct assessment and management, investigations, complaints assessment, legal services, criminal history screening, historical sexual abuse redress and compensation, complex parental complaints, critical incident and child death reviews.
- Evaluate previous form and functional reviews within the division to determine current capacity to meet divisional outcomes and expectations.
- Coordinate and oversee the structural change management program to enable the divisional staff to meet current expectations, and provide support to staff during the transition, as necessary.
- Facilitate staff to achieve and implement the Professional Standards and Conduct Division's reform goals.
- Conduct research and analysis on previous departmental systemic reform initiatives and prepare recommendations and reports for presentation to the Executive Director.

- Research, develop and evaluate policies and procedures related to reform initiatives.
- Establish and maintain effective working relationships and networks with stakeholders.
- Participate on internal and external working parties and committees.
- Consult, collaborate and negotiate with internal and external stakeholders on matters pertaining to programs and strategies.
- Prepare high-level reports and briefing notes.
- Activities and outputs influence and respond to the strategic direction and development of the Professional Standards and Conduct reform agenda.
- Research into public sector transformation related policy and program matters is managed effectively, including analysis of findings and options for appropriate courses of action.
- A high standard of strategic policy advice in relation to the implementation of Professional Standards and Conduct transformation projects and structural change is provided to the Executive Director, Director General and Corporate Executive.

Selection criteria

Implements and manages strategy

- Translates strategy into operational goals and creates a shared sense of purpose within the business unit.
- Engages others in the strategic direction of the work area, encourages their contribution, and communicates expected outcomes
- Considers the ramifications of a wide range of issues, anticipates priorities and develops long term plans for the work area.
- Understands objective, critical analysis and distils the core issues.

Achieves results

- Evaluates ongoing project and program performance and identifies critical success factors.
- Establishes clear plans and timeframes for project implementation and outlines specific activities.
- Strives to achieve and encourages others to do the same
- Monitor progress and identifies risks that may impact outcome and adjusts plans as required.

Builds productive relationships

- Builds and sustains relationships with a network of key people internally and externally.
- Recognises shared agendas and works toward mutually beneficial outcomes.
- Brings people together and encourages input from key stakeholders.

Exemplifies personal integrity and self-awareness

- Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints.
- Takes personal responsibility for meeting objectives and progressing work and commits energy and drive to see that goals are achieved.
- Persists and focuses on achieving objectives even in difficult circumstances.

Communicates and influences effectively

- Confidently presents information in a clear, concise and articulate manner and translates information for others.
- Approaches negotiations with a strong grasp of key issues, having prepared well in advance.
- Anticipates the position of the other party and adapts approach accordingly.
- Encourages the support of relevant stakeholders.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within 3 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 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 2 December 2022
Reference D22/0871948