



Senior Consultant – Working with Children Checks

Standards and Integrity

Position number	00041058
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 6
Reports to	Principal Consultant, Integrity Education (Level 7)
Direct reports	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.

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

Key responsibilities

- Provide effective project management in relation to the development, implementation, monitoring and updating of policies, procedures and strategies to facilitate the Working with Children legislation.
- Develop, implement and manage the communication strategy associated with the system requirements for the recording of employees registered as people working with

children, including their WWCC card details (using the Working with Children Recording System).

- Develop and deliver presentations to department employees regarding the Working with Children requirements of the legislation.
- Undertake high-level research and analysis of relevant legislation, trends and issues within the State, in other States and overseas in relation to working with children policies and practices and the protection of children.
- Coordinate and provide strategic advice to key stakeholders in relation to Working with Children legislation and national developments in child protection strategies.
- Develop partnerships and undertake high-level liaison and negotiation with key internal and external stakeholders to develop and manage frameworks for the ongoing implementation of legislative requirements, including any amendments to the Working with Children legislation.
- Work collaboratively with the Department of Communities to ensure the sharing of relevant information to maintain and monitor legislative compliance obligations.
- Manage the Working with Children Recording System and processes, ensuring the Department's legislative obligations are met.
- Prepare responses to Parliamentary Questions, briefing notes, research papers and ministerial responses, as required.

Selection criteria

1. Demonstrated high-level policy analysis and development skills, including the ability to assess strategic and policy implications of issues and provide appropriate advice.
2. Demonstrated well developed interpersonal and consultation skills with proven ability to establish networks and liaise effectively with officers at all levels both internal and external.
3. High-level written and verbal communication and presentation skills, including experience in the preparation of briefing notes, ministerial responses and responses to Parliamentary Questions.
4. Demonstrated skills and experience in implementing and maintaining business systems.
5. Demonstrated substantial knowledge of State, National and international trends and issues related to child protection legislation and the application of the Western Australian *Working with Children (Criminal Record Checking) Act 2004*.

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 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 1 month 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 15 February 2023
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