

Senior Consultant – Screening

Personnel Screening

Position number	00047294
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 6
Reports to	Manager, Professional Standards and Conduct (Level 8)
Direct reports	Screening Case Management Officer x3 (Level 3)

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 Personnel 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 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.

The Department's Personnel Screening Unit (the Unit) is an accredited agency endorsed by the Australian Criminal Intelligence Commission for the National Police Checking Service. The Unit ensures the probity of all employees, contractors, volunteers and practicum students through police clearance procedures and the review of existing intelligence.

Key functions of the Unit include:

- conducting probity checks in relation to all criminal conviction history, including the assessment of 'Spent' convictions, for current and prospective employees, school board/council members and volunteers across the Department, both teaching and non-teaching
- liaising with other agencies, including the Western Australian Police Force and the Australian Criminal Intelligence Commission, in relation to obtaining criminal history information on individuals who have provided their consent for the criminal record check to be undertaken
- liaising with individuals who have identified criminal history information to present additional information to the Screening Committee
- making recommendations as to the suitability for employment or volunteering in a Department worksite for any person identified as having recorded criminal history, which is considered by the Screening Committee.

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Key responsibilities

- Coordinate and monitor the activities of the Department's Personnel Screening Unit.
- Provide effective project management in relation to the development, implementation, monitoring and updating of policies, procedures and strategies to facilitate the criminal history screening process across the Department, including non-employees accessing schools and other Department worksites.
- Develop, implement and manage the communication strategy associated with the system requirements for the screening of employees, volunteers, practicum students and non-employees on Department sites using the Criminal Record Information System (CRIS).
- Develop and deliver presentations to department employees regarding criminal history screening requirements.
- Undertake high-level research and analysis of relevant legislation, trends and issues within the State, in other States and overseas in relation to criminal history screening policies and practices.
- Coordinate and provide strategic advice to key stakeholders in relation to criminal history screening procedures and national and international developments.
- Develop partnerships and undertake high-level liaison and negotiation with key internal and external stakeholders, including the Western Australia Police Force and the Australian Criminal Intelligence Commission to develop and manage frameworks for the ongoing implementation of criminal history screening policies and procedures as well as any amendments.
- Work collaboratively with the Australian Criminal Intelligence Commission and Western Australia Police Force to ensure the collection and sharing of sensitive information is consistent with the Australian Privacy Principles and other applicable policies and procedures regarding compliance and access obligations.
- Manage the Criminal Record Information System and processes, ensuring Departmental policy and contractual obligations are met.
- Provide executive support to the Screening Committee, exercising sound judgement in providing background information on cases as necessary.
- Advise and assist decision makers in relation to case management of individuals identified as having criminal history information.
- Prepare responses to Parliamentary Questions, briefing notes, research papers and ministerial responses, as required.
- Work with Solutions Development and Maintenance to develop functionalities in the CRIS.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

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 criminal history screening procedures regarding employment suitability.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit 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 6 months of appointment and every 3 years thereafter
- 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 12 May 2025
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