

Intelligence and Data Analyst

Standards and Integrity

Position number	00040850
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 5
Reports to	Business Performance and Data Analyst (Level 6)
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.

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Key responsibilities

- Maintain data integrity and conduct business intelligence and high-level data analysis to proactively and efficiently manage education and compliance activities and assist with corporate planning and policy development.
- Provide input into the development, implementation and evaluation of strategies, systems, policies and procedures to support corporate requirements in professional integrity and ethical standards.

- Undertake research and data analysis to identify emerging critical trends and issues in relation to complaint investigations and discipline, and provide strategic input to corporate planning, policies, strategies, reports and briefings.
- Facilitate improvements in the Directorate's analysis, quality of data, data management, reporting and bench-marking capabilities by researching trends in best practice across the private and public sectors.
- Liaise with partner agencies, including the Corruption and Crime Commission, Public Sector Commission, Western Australian Police Force, to develop protocols for the sharing of intelligence in accordance with applicable policy and legislation.
- Assist in the operation and maintenance of the Department's Misconduct Case Management recording systems.
- Provide operational and strategic advice to senior staff in relation to complaint investigation, disciplinary management and information sharing.
- Determine methods and undertake the timely and efficient dissemination of intelligence products and other advice to internal and external stakeholders, including strategic, tactical and operational intelligence to inform decision-making and process improvements.
- Manage and review projects that support continuous improvement in complaints management investigations, child protection and conduct and integrity policies and strategies within the Department, using available intelligence from other agencies as required.
- Develop and maintain working relationship with other agencies to ensure the integration of best practice in relation to child protection, complaint investigation and discipline management.

Selection criteria

1. Demonstrated knowledge of contemporary practices and principles that apply to intelligence functions within the misconduct and complaints investigation area, across intelligence agencies.
2. Demonstrated well developed research and conceptual skills, including proven ability to analyse data, clarify trends, issues and problems, and to generate solutions.
3. Demonstrated well developed skills in providing quantitative and qualitative analytical reports to identify potential risk issues.
4. Demonstrated well developed written and oral communication and interpersonal skills, including the ability to undertake consultations, collaborations and negotiations with individuals at all levels.
5. Demonstrated well developed program and project management methodology within available resources to achieve Departmental outcomes.

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 one month 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 7 May 2025
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