# Job Description Form – Director Integrity

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| **Position number:** | 16787 | **Classification:** | Level 8 |
| **Division:** | Office of the Director General | **Branch/section:** | Integrity |
| **Reports to:** | 10832 – Director General | **Direct reports:** | 2 |

## Position details

## Position purpose

The Director Integrity is responsible for developing a range of activities aimed at providing crucial leadership into improving the Department of Creative Industries, Tourism and Sport’s (CITS) outward focus, strengthening its people and enhancing its systems and processes. Provides expert strategic advice to Director General and Senior Executives regarding integrity investigations, capability development programs and reporting requirements and provides leadership and guidance on integrity investigative methodologies, education, and reporting programs.

In consultation with key stakeholders’ reviews, develop and implement contemporary policies and practices that embed organisational culture focusing on the management of discipline, integrity, employment screening and accountability across CITS.

## Context

The Office of the Director General team provides strategic portfolio coordination and communication of key strategic issues across CITS and between multiple Ministers’ offices. It supports the Director General by providing confidential, efficient and effective administrative executive support.

## Responsibilities

* Oversees integrity assessment processes by facilitating the provision of high-quality reports, consistent decision making and ensuring recommendations are in line with legislative, regulatory and policy requirements.
* Leads, implements and monitors the effectiveness of education, awareness and promotion campaigns designed to improve understanding of integrity expectations in a public sector context.
* Provides strategic leadership, advice and support regarding conflicts of interest and secondary employment, including associated management plans and their appropriate recording and review.
* Ensures misconduct notifications are made under the relevant legislation, including but not limited to, the Western Australia (WA) Police Force, Corruption and Crime Commission or Public Sector Commission.
* Maintains knowledge and experience of contemporary practices and principles applicable to the misconduct assessment function.
* Conducts high level research and analysis of matters relating to reportable conduct, with

particular emphasis on systemic administrative issues and develops appropriate responses

including recommendations for changes in administrative practices and procedures to prevent or

reduce instances of reportable conduct.

* Provides strategic leadership and input into the pre-employment screening processes including but not limited to risk profiling and management, corruption prevention, internal control, complaints investigation and management.
* Ensures efficient and effective delivery and advice to the management of the Reportable Conduct Scheme.
* Participates in the analysis and review of screening cases, as appropriate.
* Develops and coordinates strategies, policies and frameworks to ensure compliance with relevant legislation and public sector policies and standards.
* Takes responsibility for managing staffing as required and oversees workload management within the service area as required and guides and coaches’ employees to enable them to translate strategic objectives into operational outcomes.
* Takes responsibility for accountability and sound corporate governance within the Integrity branch.
* Takes a lead role in the enhancement of CITS functions by contributing knowledge and experience including to public sector forums, seminars and professional development activities.
* Provides reports, briefing notes, and ministerial responses, as required.
* Displays self-awareness, critically analyses own performance and demonstrates a strong commitment to learning and self-development, including embracing new challenges.
* Adheres to Public Sector Code of Ethics and CITS Code of Conduct and acts professionally and impartially at all times.
* Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
* Demonstrates the Expected Behaviours of the leadership context for this role listed below.
* Perform any other duties as assigned or necessary to support the objectives of CITS.

## Selection criteria

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position. These criteria can be assessed against any stage of the recruitment process. Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

## Essential

* Demonstrated skills and extensive experience in leading, managing and undertaking complex administrative and/or disciplinary, integrity and misconduct inquiries.
* Experience in developing and coordinating education programs and campaigns designed to embed an understanding of integrity in a public sector setting.
* Demonstrated high level conceptual, analytical and problem-solving with the ability to develop solutions to complex and sensitive problems.
* Sound understanding of the principles of independence, reasonableness and procedural
* fairness.
* Demonstrated extensive leadership experience with an emphasis on providing proactive, strategic solutions focused advice and leading high level complex discussion in a multifaceted regulatory and risk-based environment.

**Desirable Criteria**

* A tertiary qualification in a relevant discipline
* Experience in conducting investigations in the WA Public Sector

## Leadership expectations

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector. This role falls under the **Leading Leaders** context.

## Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

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| Registration date | 8 September 2025 |