Department of Education

# STATEMENT OF DUTIES – February 2018

| **Title** | Senior Professional Conduct Officer |
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| **Number** | Generic |
| Division | Teachers Registration Board |
| Branch | N/A |
| Section | N/A |
| Sub-Section/Unit/School | N/A |
| **Supervisor** | Registrar |
| **Award/Agreement** | Tasmanian State Service Award |
| **Classification** | General Stream Band 6 |
| **Employment Conditions** | Permanent or fixed term, full time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave. |
| **Location** | South |

## The Role

Case manage professional conduct matters, including notifications, complaints, inquiries, hearings and other processes related to the good character and fitness to teach of applicants and registrants, in accordance with legislation, relevant delegations and Board policy.

### Level of Responsibility/ Direction and Supervision

Responsible for the completion of investigation and conduct matters, including compliance with legal and administrative requirements. Expected to demonstrate initiative and exercise sound judgement.

The occupant will work within the framework of the Board’s plans, policies and operational procedures to implement registration processes and procedures and works closely with the various Board Committees that undertake work within the professional conduct area.

The occupant will be expected to act independently on a day-to-day basis with general direction provided by the Registrar.

The department has a range of delegations in operational areas including Finance, Human Resources and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with any specified limitations.

### Primary Duties

1. Manage matters (investigations, inquiries, hearings and other processes) that arise in relation to the professional conduct (i.e., good character and fitness to teach) of applicants and registrants.
2. Conduct interviews with victims/witnesses/respondents, collect evidence and prepare matters for consideration by the Board.
3. Provide comprehensive factual assessments of evidence and provide high level advice to staff, Committee Members and Board Members and make recommendations in accordance with legislation and Board policy.
4. Contribute to the development, implementation and review of policies and practices that support the ongoing effectiveness and consistent handling and resolution of professional conduct matters in accordance with the *Teachers Registration Act 2000* and other relevant legislation.
5. Liaise and build ongoing networks with relevant stakeholders and individuals, including Tasmania Police, other jurisdictional registration/accreditation authorities, legal and union representatives, and employers.
6. Perform other duties as envisaged by the assigned classification under the relevant industrial award or agreement and in accordance with the skills, competency and training of the occupant.

## Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

* an assessment is made of the relative suitability of the candidates for the duties; and
* the assessment is based on the relationship between the candidates’ work-related qualities and the work related qualities genuinely required for the performance of the duties; and
* the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
* the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

The following specific selection criteria must be addressed by candidates in this context. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Experience in the conduct of investigations, inquiries, hearings and other processes that arise in relation to professional conduct matters and in the management of issues in the area of administrative law.
2. Demonstrated high level strategic, conceptual, analytical skills, including the ability to collect and analyse evidence and information, to distil the core issues from complex situations, present logical succinct arguments and make sound recommendations in accordance with legislative frameworks.
3. Demonstrated high level interpersonal and conflict resolution skills including an ability to conduct interviews with victims/witnesses/respondents, and negotiate complex and sensitive matters effectively with a range of stakeholders whilst ensuring procedural fairness.
4. Demonstrated high level communication skills, both oral and written, including a capacity to prepare structured formal written documentation, conveying complex information, advice and recommendations in a clear and concise manner.
5. Demonstrated capacity to contribute to team outcomes and to plan, co-ordinate, monitor and work independently, to work under pressure and to achieve deadlines while maintaining quality work and attention to detail.
6. A sound knowledge, or the ability to quickly acquire knowledge, to interpret the *Teachers Registration Act 2000,* other relevant legislation to inform the management of professional conduct matters.

## Requirements

| **Essential** | * The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the Registration to Work with Vulnerable People Regulations 2014. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.   + Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment) |
| --- | --- |
| **Desirable** | * A law degree or an equivalent tertiary qualification * A current driver’s licence. |

## Working within the Department of Education

The Department is responsible for providing public education, vocational education and training, adult and community education, and library and archive services throughout Tasmania.

Our strategic focus is centered on achieving the Tasmanian Government’s priorities for education, training and information services. These priorities are expressed through the goals of the *Learners First: Every Learner, Every Day* Strategic Plan, and the Libraries Tasmania Strategy.

**Our Commitment** Together we inspire and support all learners to succeed as connected, resilient, creative and curious thinkers.

**Our Values** Aspiration, Respect, Courage and Growth.

**Our Goals** Access, Participation and Engagement; Early Learning; Wellbeing; Literacy and Numeracy.

Our strategies aim to transform the way Tasmanians access education, training and information services, provide a fresh and exciting approach to lifelong learning and build an education system that inspires and supports all learners to succeed as connected, resilient, creative and curious thinkers.

### Information and Records Management

All employees are responsible and accountable to:

* Create records according to the business needs and business processes of their business unit or school that adequately document the business activities in which they take part.
* Register documents in an approved Business Information Management System.
* Access information for legitimate work purposes only.

All employees must not:

* Destroy delete or alter records without proper authority; or
* Remove information, documents or records from the Department without permission.

### State Service Principles and Code of Conduct

Employment in the State Service is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles.* All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DoE Condition of Use policy statement located at [Department of Education: Information technology policies](https://www.education.tas.gov.au/documentcentre/Documents/Conditions-of-Use-Policy-for-All-Users-of-Information-and-Communication-Technology.pdf)

### Work Health and Safety and Workplace Diversity

The Department is committed to high standards of performance in respect of work health and safety and managing diversity. All employees are expected to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

In accordance with the *Work Health and Safety Act 2012*, all employees whilst at work are expected to participate in maintaining safe working conditions and practices and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instruction given by the Agency to ensure compliance with the Act and collaborate with Agency work health and safety policies, procedures and guidelines.

The Department of Education is committed to providing a safe workplace for all employees and has zero tolerance to all forms of violence.

State Government workplaces and vehicles are non smoking environments.

| **Category/funding/restrictions:** Permanent or Fixed Term. Cost code: As Specified. |
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| **HR Office use only:**  **APPROVED BY HRM DELEGATE:** 973874 – Assistant Director Workforce and Personnel Services – February 2020  VEM: 51037  Date Duties and Selection Criteria Last Reviewed: 02/18 VRH |