

Position Description

Role	Director, Fraud, Conduct and Performance
Group/Division/Branch	People and Executive Services, Conduct and Integrity Division, Fraud, Conduct and Performance
Classification	Teaching Services Executive Class
Salary Range	Executive class positions are classified within 1 classification level with minimum and maximum remuneration points specified.
Position reports to	Executive Director, Conduct and Integrity Division
Work Location	2 Treasury Place, East Melbourne

Role Purpose
The Director, Fraud, Conduct and Performance is a critical leadership role in the division and is responsible for leading a high quality and professional investigations unit. The role leads teams that manage and conduct investigations in relation to fraud and corruption, complaints, allegations of misconduct, as well as supporting principals and managers with unsatisfactory performance and other employment processes under the Education and Training Reform Act 2006 and the Victorian Public Service Enterprise Agreement 2024. The Director uses data and investigation outcomes to drive detection and prevention activities.

Role Requirements	VPS Grade and Value Range Descriptor
Decision Making	Responsible for quality outcomes of work and understands the implications of work completed and its impact on department/government policies. Provides authoritative advice and leadership in area of expertise. Provides professional leadership and development of staff in area of professional expertise. Influences departmental policy direction and may develop or change policy as a result of specialised work or research. Typically operates in an environment with a high degree of sensitivity or risk.
Communication	Interacts with executives/professional staff within the department and with other experts in the field/profession. Informs stakeholders of matters arising from their expert role. Develops and utilises communication networks to ensure appropriate development of project initiatives in accordance with government priorities. Provides expert information and advice on professional field or major projects.
Knowledge and Proficiency	Requires significant experience in the field. An authoritative expert in the field and enhances the standing of the department and its reputation for excellence. Writes, publishes, and presents research, arguments and cases to peers, stakeholders and senior management. Demonstrates strategic management skills.

Capabilities	Capability Description
Personal Attributes	Flexibility and Adaptability: Works to find new ways to deliver outcomes and recognises the merits of different options, responding accordingly. Has the courage to alter strategies in situations when there are clear indications that existing strategies may not deliver the best outcomes. Builds commitment of others to adopt new strategies, to deliver against outcomes.

	Working Collaboratively: Builds a culture of collaboration across the department. Looks for and facilitates opportunities to collaborate with external stakeholders. Identifies and overcomes barriers to communication with internal and external stakeholders. Self Awareness: Builds strong commitment of others towards continued personal development. Establishes mechanisms that enable communication of honest and constructive feedback at all levels.
Meaningful Outcomes	Strategic Planning: Guides others through the strategic planning process, creating a shared vision for the future. Has a comprehensive understanding of external and internal issues that influence the strategic direction of the department. Ensures that overall strategic plan cascades to operational and team planning processes and performance plans. Provides subject matter expertise and building capability of others. Future Focus: Understands the broader context when reviewing an issue or problem and supports others to do so. Is future oriented in analysis, thought and action. Actively seeks out new technology to enhance team systems, processes, and service delivery. Undertakes planning to ensure the department is future ready through managing change.
Enabling Delivery	Critical Thinking and Problem Solving: Takes into account wider business context within business unit when considering options to resolve issues. Identifies recurring problems and prevents future recurrence by integrating solutions into work process. Delivers tangible business outcomes as a result of critically evaluating problems from multiple perspectives and delivering effective solutions. Political and Organisational Context: Uses strategic relationships and knowledge to predict and prepare for the impact of events on the department. Understands the impact of external events and changing stakeholder needs on the department and government. Drives a values-based culture, by holding self and department accountable to public sector values.
Authentic Relationships	Influence and Persuasion: Develops long-term and multi-phased plans to influence others. Implements complex strategies to build buy-in from key internal and external clients/stakeholders. Effectively negotiates with clients/stakeholders to achieve desired outcomes. Communicate with Impact: Identifies key messages and information required for decision-making. Provides high level advice and understands the needs of stakeholders. Provides advice on the content and style appropriate to the audience. Stakeholder Management: Identifies and manages a range of complex and often competing needs. Facilitates innovative solutions to resolve stakeholder issues.
People Leadership	Managing People: Role models ethical leadership through decision making and interactions with people. Creates a culture that enables others to perform at their best and achieve desired outcomes for the department. Champions people engagement as a priority. Provides thought leadership on people management across the department. Lead and Navigate Change: Identifies long-term organisational change required with a focus on the wider political, social and environmental context. Champions a culture that actively seeks opportunities to improve and where staff engage with and are committed to change. Anticipates, plans for and addresses culture barriers to change at the department or VPS wide level.

QUALIFICATIONS AND/OR EXPERIENCE

Mandatory: Current (or willingness to obtain) Employee Working with Children Check

Essential: Proven experience leading investigations teams

Desirable: Bachelor's degree in a relevant discipline

Desirable: Investigations qualification

KEY SELECTION CRITERIA

Generic Criteria:

Criteria 1: Demonstrates the 'Victorian Public Sector Values' of Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights.

Position Specific Criteria:

Criteria 2: 'Critical Thinking and Problem Solving' – please refer to the Capabilities section above for more detail.

Criteria 3: 'Decision Making' – please refer to the Role Requirements section above for more detail.

Criteria 4: 'Knowledge and Proficiency' – please refer to the Role Requirements section above for more detail.

Criteria 5: 'Managing People' – please refer to the Capabilities section above for more detail.

ALLOCATION OF DUTIES

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this level. The incumbent will be based at a primary location of work and may be expected to travel where required.

ORGANISATIONAL VALUES, GOVERNANCE, SAFETY & RISK MANAGEMENT

The incumbent shall carry out duties in accordance with legislation and governance requirements, policies and procedures, safety principles, code of conduct for Victorian public sector employees, and Victorian Public Sector Values.