



	SCOUTS WA - POSITION STATEMENT
POSITION NUMBER:	
POSITION DESCRIPTION:	Branch Commissioner Standards and Conduct
PORTFOLIO	Integrity & Governance
DEPARTMENT:	Integrity & Governance Directorate
TENURE:	3 Years
IMMEDIATE SUPERVISOR:	Assistant Chief Commissioner Integrity & Governance
FIRST LEVEL SUPERVISION:	Investigator
LIAISES WITH:	Scouts WA Incident Liaison Officer Scouts WA Head Office Executive Leadership Team Field Leadership Team District Commissioners Group Leaders Volunteers
COMMITTEES:	NIL
The Purpose of the Scout Movement is to contribute to the education of young people in achieving their full physical, intellectual, emotional, social and spiritual potentials as individuals, as responsible citizens and as members of their local, national and international communities. Scouts WA is a child safe organisation with zero-tolerance for any harm, abuse or neglect. Scouts WA values the diversity of our members, including gender, sexuality, race, religion and ability. Scouting focuses on youth members fully engaging with the program by supporting and managing those in adult and youth leadership roles.	
ROLE OBJECTIVE	
The Branch Commissioner Standards and Conduct is responsible for leading the operational delivery of standards and conduct services within Scouts WA Volunteers, within delegated authority. The role manages investigations, inquiries, complaints, and fact-finding activities relating to alleged breaches of Scouts Australia and Scouts WA policies, procedures, directives, and Codes of Conduct. The incumbent provides leadership, supervision and mentoring to Investigators, ensuring investigations are conducted professionally, impartially, consistently, and in accordance with procedural fairness, legislative requirements, and Scouts WA policy. The Branch Commissioner Standards and Conduct supports the Assistant Chief Commissioner Integrity and Governance by providing subject matter expertise, monitoring investigation outcomes, identifying systemic issues, and contributing to continuous improvement initiatives that strengthen governance, member wellbeing, youth safety, and organisational integrity. The role exercises operational management of the investigations function within clearly defined delegations, distinct from the strategic governance role of the Assistant Chief Commissioner Integrity and Governance. The incumbent will perform their duties in accordance with the Scouts WA Mutual Agreement, Code of Conduct, Code of Ethics, and Scouts Australia Policy and Rules.	
ROLE RESPONSIBILITIES	
The Branch Commissioner Standards and Conduct is responsible for: - Managing the operational delivery of investigations, inquiries, complaints, and fact-finding activities across Scouts WA Volunteers. - Providing leadership, supervision, mentoring and support to Investigators. - Allocating investigations, within delegated authority, and monitoring progress to ensure quality outcomes and timely completion. - Reviewing and endorsing investigation reports prior to submission to the Assistant Chief Commissioner Integrity and Governance. - Ensuring investigations are conducted in accordance with procedural fairness, natural justice, Scouts Australia Policy and Rules, and relevant legislation. - Providing professional advice regarding investigations, complaints management and misconduct matters. - Identifying trends, emerging risks and systemic issues arising from investigations and complaints.	



- Supporting a child-safe, inclusive and respectful culture across Scouts WA.
- Supporting training and awareness activities relating to standards and conduct, investigations and complaints management.
- Maintaining confidentiality and integrity in all professional standards matters.

FUNCTIONS AND DUTIES

The incumbent will:

- Receive and assess referrals for investigation or fact-finding.
- Determine investigation methodology, scope and resource requirements.
- Allocate investigations to Investigators, within delegated authority, and provide ongoing case management oversight.
- Review evidence, witness statements, records of interview and investigation findings.
- Ensure investigation reports are evidence-based, balanced and professionally prepared.
- Provide quality assurance and peer review of investigation reports and recommendations.
- Undertake complex, sensitive or high-risk investigations as required.
- Liaise with Scouts WA's Incident Liaison Officer, safeguarding personnel, and external agencies where required.
- Prepare reports, briefings and recommendations for the Assistant Chief Commissioner | Integrity and Governance.
- Monitor investigation workloads, performance and timeliness.
- Maintain records and ensure compliance with information management requirements.
- Mentor and develop Investigators to enhance capability and consistency.
- Contribute to the continuous improvement of investigation practices and professional standards frameworks.
- Participate in professional standards meetings and leadership forums as required.
- Undertake other duties as directed by the Assistant Chief Commissioner | Integrity and Governance.

AUTHORISATIONS AND DELEGATIONS

- Direct liaison with personnel and stakeholders identified above.
- Allocate and manage investigations and inquiries.
- Access relevant records and information necessary to perform investigations and fact-finding activities.
- Consult with Scouts WA personnel, external agencies and subject matter experts as required.
- Attend Units, Groups, Districts, Regions and Branch activities as required.
- Authorities as provided within Scouts Australia Policy and Rules and Scouts WA governance frameworks.

PERSONAL ATTRIBUTES

Attitude

- Demonstrates commitment to the Vision, Aim and Principles of Scouting.
- Promotes a positive, respectful and youth-safe culture.
- Displays integrity, professionalism and impartiality.
- Leads by example and acts as a role model for adult and youth members.
- Maintains confidentiality and discretion.
- Commits to ongoing professional development.

Skills

- Strong leadership and people management skills.
- High-level investigative and analytical skills.
- Excellent written and verbal communication skills.
- Ability to manage sensitive and complex matters.
- Strong conflict resolution and mediation capabilities.
- Ability to prepare professional reports and recommendations.
- Ability to build effective working relationships across Scouts WA.
- Competent in the use of Microsoft Office applications and ScoutMap.

Knowledge

- Understanding of Scouts Australia and Scouts WA policies and procedures.



- Understanding of child safe principles and complaint management practices.
- Knowledge of procedural fairness and investigation methodologies.
- Understanding of governance, risk and compliance principles.
- Understanding of the Scout Promise and Law and the Youth Program.

QUALIFICATIONS AND SKILLS

Mandatory

- Have experience in a management role.
- Meet the requirements for membership of the Branch.
- Executive level management experience or equivalent

Desirable

- Have a Wood Badge in Leader of Adults, or to attain within 12 months
- Experience in Scouts WA
- Demonstrated knowledge of Scouts WA HR policies, procedures and implementation
- Experience and/or qualifications in dispute resolution.
- Experience and/or qualifications in Fraud and Ethics Awareness
- Training and Assessment Qualifications;
- Excellent interpersonal skills;
- Understanding of ScoutMap;
- Demonstrated practical computer skills
- Competence in using the Microsoft suite of products ie: word, excel, powerpoint, etc.

EXPERIENCES

- Significant experience undertaking and managing complex investigations.
- Demonstrated experience leading teams and supervising personnel.
- Experience handling sensitive complaints and misconduct matters.
- Demonstrated ability to work collaboratively with senior leaders and external stakeholders.
- Experience identifying organisational risks and recommending improvements.

REQUIRED MEETINGS

- Integrity and Governance Team Meetings
- Directorate Meetings
- Branch Commissioner Meetings
- Field Leadership Team Meetings – As Required
- Region Meetings – As Required
- District Council Meetings – As Required
- Scouts WA Annual General Meeting
- Other Branch functions and events as required

KEY PERFORMANCE INDICATORS

- Timely completion of allocated investigations.
- Quality and consistency of investigation reports.
- Compliance with Scouts Australia and Scouts WA policies and procedures.
- Effective management and development of Investigators.
- Identification and escalation of systemic issues and organisational risks.
- Stakeholder confidence in investigation processes.
- Contribution to continuous improvement initiatives.
- Maintenance of confidentiality, professionalism and ethical standards.

ACCEPTANCE OF ROLE

I have read and discussed the Branch Commissioner | Standards and Conduct Position Description and Specific Duties Statement with my Formation Leader and accept the appointment.