



	SCOUTS WA - POSITION STATEMENT
POSITION NUMBER:	
POSITION DESCRIPTION:	Review Officer
PORTFOLIO	Integrity & Governance
DEPARTMENT:	Integrity & Governance Directorate
TENURE:	3 Years
IMMEDIATE SUPERVISOR:	Branch Commissioner Standards and Conduct
FIRST LEVEL SUPERVISION:	NIL
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 Integrity & Governance Directorate is responsible for managing incident reporting within the Scouts WA, responding to and managing misconduct and youth safety incidents, managing the complaint process and coordinating a consistent approach to performance management. The Directorate supports the Chief Commissioner by undertaking Fact Finding in response to incidents, undertaking reviews to identify, and make recommendations to address, systemic issues in support of the Scouts WA's approach to continuous improvement. The Directorate also provides advice, guidance and raises awareness on appropriate behaviour through the dissemination of information and consultation with business areas. An Review Officer is responsible for preparing and undertaking investigations of complaints and alleged breaches of Scouts Australia and Scouts WA policy, directives and the Code of Conduct and conducting other fact finding duties as required.	
ROLE RESPONSIBILITIES	
• Undertake high quality investigations within the allocated timeframes. • Prepare written correspondence such as emails and official letters. • Obtain Witness Statements or Records of Conversation with witnesses. • Conduct Records of Interview with respondents. • Prepare high quality Inquiry Reports for the Director ensuring all facts in issue have been addressed and findings and recommendations have been provided when required. • Liaise with Scouts WA ILO as required. • Maintain contemporary knowledge of legislation, policy and best practice in relation to investigation techniques and practices. • Maintain a high level knowledge of Scouts Australia and Scouts WA policy and procedures. • Other duties as required.	
FUNCTIONS AND DUTIES	
The incumbent will: • Receive and assess matters allocated for investigation or fact-finding by the authorised appointing officer. • Develop investigation plans and undertake enquiries in accordance with the approved scope and methodology.	



- Conduct interviews, gather evidence and review relevant documentation and records.
- Assess information objectively and identify relevant facts, inconsistencies and areas requiring further enquiry.
- Maintain appropriate procedural fairness, impartiality, confidentiality and professional conduct throughout investigations.
- Prepare clear, accurate and evidence-based investigation reports, findings and recommendations.
- Provide regular case updates and escalate significant risks, issues or delays to the Branch Commissioner | Standards and Conduct.
- Undertake complex or sensitive investigations as directed and within their level of authority.
- Liaise with relevant Scouts WA personnel, including the Incident Liaison Officer and safeguarding personnel, as required.
- Liaise with external agencies where authorised and directed by the Branch Commissioner | Standards and Conduct.
- Maintain accurate and confidential investigation records in accordance with Scouts WA policies and information management requirements.
- Ensure investigation activities are conducted consistently with approved procedures, professional standards and relevant legislative requirements.
- Participate in case reviews, professional standards meetings and relevant training and development activities.
- Contribute to continuous improvement of investigation processes, tools and practices.
- Identify recurring themes, emerging risks and systemic issues arising from investigations, and report these to the Branch Commissioner | Standards and Conduct to support organisational learning and continuous improvement.
- Provide support and guidance to other Investigators where appropriate.
- Undertake other duties as directed by the Branch Commissioner | Standards and Conduct.

AUTHORISATIONS AND DELEGATIONS

- Direct liaison with personnel and stakeholders identified above.
- Manage and conduct investigations and inquiries allocated by the authorised appointing officer.
- Access relevant records and information, within authorised and necessary scope, 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

- Highly developed organisational skills, including the ability to coordinate a complex range of tasks, set priorities, deliver outputs, meet deadlines and demonstrate initiatives.
- Demonstrated knowledge of Scouts Australia and Scouts WA policy and procedures and child protection policies.
- Demonstrated ability to be able to apply policy to decision making relevant to the position.
- Demonstrated ability to manage and undertake complex investigations/inquiries.
- Ability to work constructively and co-operatively in a team environment, including interaction with Chief Commissioner, Deputy Chief Commissioner and Assistant Chief Commissioners and Scouts WA staff generally.
- Demonstrated ability to interact with Scouts Australia and Scouts WA and external agencies at a senior level.
- Ability to contribute significant time to the role.

QUALIFICATIONS AND SKILLS

Mandatory

- Adept in undertaking and managing complex and sensitive investigations/inquiries.
- High level knowledge of current best practices relating to complaint management.
- Investigations/inquiries/Fact Finding.
- High level analytical skills.
- Extensive knowledge of procedural fairness and the rules of evidence and how they apply to investigations.

Desirable

- Scouts WA Commissioner experience, preferably at Regional and District Level, or demonstrated equivalent experience.
- Hold Woodbadge Qualifications.
- Experience with Scouts WA Investigations, Inquiries, Fact Finding policies and procedures
- Management experience.



- Conflict resolution skills.
- Time management skills.
- Administrative skills.
- Competencies in the operations of ScoutMap, Excel and Word including general IT skills using a range of devices.
- Demonstrated report writing skills.

EXPERIENCES

- Experience in personnel management;
- Demonstrated ability to work in a team

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

To be discussed

ACCEPTANCE OF ROLE

I have read and discussed the Review Officer Position Description and Specific Duties Statement with my formation Leader and accept the appointment.