

CORRUPTION PREVENTION SPECIALIST

BRANCH/UNIT	Capability		
TEAM	Workforce Alignment		
LOCATION	Negotiable		
CLASSIFICATION/GRADE/BAND	TAFE Manager Level 1		
POSITION NO.	81205229, 81214659		
ANZSCO CODE	139999	PCAT CODE	1221312
TAFE Website	www.tafensw.edu.au		

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSITION PURPOSE

The Corruption Prevention Specialist is responsible for leading and undertaking the examination, verification, evaluation and reporting on fraud prevention and corruption control processes, systems, controls, and outcomes to reduce fraud and corruption risks and drive organisational performance.

The role will work closely with the Professional Standards & Ethics team which undertakes or oversees most internal fraud and corruption investigations. Apart from the triage of detection rules, it is not anticipated that this role will undertake many internal investigations, rather the role will assist in the response to any relevant recommendations made by the Independent Commission Against Corruption (ICAC), the NSW Audit Office, Public Service Commission or other integrity related regulator or authority.

3. KEY ACCOUNTABILITIES

1. Develop, implement, and continually improve the organisation Fraud and Corruption Control Framework to support TAFE NSW meet business objectives.
2. Lead the intake, assessment and case management of suspected fraud and corruption matters, including the assessment and compliance with Public Interest Disclosures and whistleblower policies.
3. Develop and deploy a risk-based annual fraud and corruption control assurance program that is core to an organisation wide prevention and detection program (Action Plan), and ensure the program is proactive, responsive, and aligned to government and industry trends.
4. Lead and undertake fraud and corruption control assurance projects, delivery of fraud awareness, individually or as part of a team with a risk focus under minimum supervision ensuring that completed projects add value and are executed on a timely basis.
5. Provide guidance and advice on defining risks, objectives, scope, staffing, review techniques and strategies (including the use of data analytics) for corruption control, assurance, and other projects to enable effective project planning.
6. Lead the delivery of a training program to provide all staff with the ability to identify and report on potential incidents of fraud, corruption, or unethical conduct as well as the skills required to mitigate, resolve, and report situations when unanticipated conduct occurs.
7. Lead the maintenance of fraud and corruption policies and procedures including conflicts of interest, gifts and benefits, internal reporting, fraud and corruption prevention and investigations, and ensure that policy/procedure arrangements are fit for purpose and reflect best practice.
8. Coordinate and assist in the review of TAFE NSW's fraud and corruption reporting requirements ensuring timely, accurate responses and expert advice on issues management and compliance.
9. Manage the integrity registers including conflicts of interest, gifts and benefits, secondary employment, and senior executive private interest declarations, provide advice to staff and identify emerging issues from these registers to support improved practice and risk mitigation.
10. Prepare procurement documentation, recommend and manage the contract for any outsourced fraud prevention and corruption control services.
11. Support in the interface between TAFE and the organisation and the ICAC, NSW Ombudsman and NSW Audit Office in relation to governance and fraud and corruption issues and reporting requirements.
12. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
13. Place the customer at the centre of all decision making.
14. Work with the Line Manager to develop meaningful performance development and review plans.

4. KEY CHALLENGES

- Leading fraud and corruption control change in the organisation given the range of internal and external stakeholders, the potential resistance to change and the need for both structural and cultural change.
- Maintaining detailed and current knowledge of fraud and corruption risks and best practice controls.
- Managing competing priorities and timeframes.
- Providing advice in the context of balancing public sector accountability and probity requirements with the imperative for TAFE NSW to be more commercially focussed.

5. KEY RELATIONSHIPS

WHO	WHY
Internal	
Manager Integrity Agency Assurance	<ul style="list-style-type: none"> • Receive leadership, advice and support • Escalate and discuss issues. • Identify emerging issues/risks and provide options for potential solutions. • Provide input and responses to requests for information and briefings.
Integrity Unit	<ul style="list-style-type: none"> • Collaborate on assurance work and provide specialist advice.
Centres of Excellence on Governance, Legal & Risks, and Workplace Relations	<ul style="list-style-type: none"> • Participate in meetings, share information, and provide input on fraud and corruption issues and Public Interest Disclosures • Share and collaborate on broader governance and risk activities.
TAFE NSW Executive Leadership Team	<ul style="list-style-type: none"> • Provide strategic advice in relation to fraud prevention and corruption control
TAFE NSW Managers	<ul style="list-style-type: none"> • Engage and influence executives, senior management, and professional peers in relation to probity risks. • Provide probity risk management and control advice and support to internal and external parties in resolving identified control weaknesses
External	
Independent Commission Against Corruption (ICAC), NSW Ombudsman, NSW Audit Office and NSW Treasury	<ul style="list-style-type: none"> • Assist in preparing responses to any relevant recommendations made by the ICAC, NSW Audit Office, Public Service Commission or other integrity-related regulator or authority. •
External Consultants	<ul style="list-style-type: none"> • Foster a collaborative approach and work closely and effectively to discuss supply chain and procurement best practices and industry trends • Prepare tender, recommend, and manage the contract for any outsourced fraud prevention and corruption control services

6. POSITION DIMENSIONS

Reporting Line: Manager Integrity Agency Assurance

Direct Reports: Nil

Indirect Reports: Nil

Financial delegation: TBA

Budget/Expenditure: TBA

Decision Making:

- Makes decisions on complex and sensitive issues through the detailed analysis of alternative courses of action and their implications on achieving organisational objectives and strategies.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager

7. ESSENTIAL REQUIREMENTS

1. Degree qualification in related field or equivalent significant experience with a demonstrated ability to maintain awareness of contemporary industry best practice.
2. Experience in senior fraud investigation and corruption prevention role for a government agency or any large organisation.
3. Detailed knowledge of and experience in implementing the Audit Office of NSW Fraud Control Guidelines, Independent Commission Against Corruption Act, operations of compliance with the Public Interest Disclosures Act and Good Governance Principles, AS8001-2021, Fraud & Corruption Control including AS8004-2003 and Whistleblower Protection Programs for Entities.
4. Demonstrated experience in providing management advice on fraud and corruption prevention risks, internal controls, probity and corruption prevention activities.
5. Experience or proven ability to prepare senior briefings such as ministerial senior executive and Independent Commission Against Corruption briefings on serious matters.
6. Ability to address and meet focus capabilities as stated in the Position Description





8. CAPABILITIES

NSW Public Sector Capability Framework

Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities **in bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational > Intermediate > Adept > Advanced > Highly Advanced

CAPABILITY GROUP	NAME	LEVEL
 Personal Attributes	Display Resilience & Courage	Adept
	Act with Integrity	Advanced
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan And Prioritise	Intermediate
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Adept

FOCUS CAPABILITIES

The focus capabilities for the Corruption Prevention Specialist are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the position's key accountabilities.

NSW Public Sector Focus Capabilities

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> Model the highest standards of ethical and professional behaviour and reinforce their use. Represent the organisation in an honest, ethical and professional way and set an example for others to follow. Promote a culture of integrity and professionalism within the organisation and in dealings external to government. Monitor ethical practices, standards and systems and reinforce their use. Act promptly on reported breaches of legislation, policies and guidelines.
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Tailor communication to diverse audiences. Clearly explain complex concepts and arguments to individuals and groups. Create opportunities for others to be heard, listen attentively and encourage them to express their views. Share information across teams and units to enable informed decision making.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Write fluently in plain English and in a range of styles and formats. Use contemporary communication channels to share information, engage and interact with diverse audiences.
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> Recognise outcomes achieved through effective collaboration between teams. Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government. Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions. Network extensively across government and organisations to increase collaboration. Encourage others to use appropriate collaboration approaches and tools, including digital technologies.
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> Negotiate from an informed and credible position. Lead and facilitate productive discussions with staff and stakeholders. Encourage others to talk, share and debate ideas to achieve a consensus. Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes. Influence others with a fair and considered approach and sound arguments. Show sensitivity and understanding in resolving conflicts and differences. Manage challenging relationships with internal and external stakeholders. Anticipate and minimise conflict.
Results Deliver Results	Adept	<ul style="list-style-type: none"> Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes. Make sure staff understand expected goals and acknowledge staff success in achieving these. Identify resource needs and ensure goals are achieved within set budgets and deadlines. Use business data to evaluate outcomes and inform continuous improvement. Identify priorities that need to change and ensure the allocation of resources meets new business needs. Ensure that the financial implications of changed priorities are explicit and budgeted for.
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues. Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others. Take account of the wider business context when considering options to resolve issues.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements. Implement systems and processes that are underpinned by high-quality research and analysis. Look for opportunities to design innovative solutions to meet user needs and service demands. Evaluate the performance and effectiveness of services, policies and programs against clear criteria.
Results Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> Be proactive in taking responsibility and being accountable for own actions. Understand delegations and act within authority levels. Identify and follow safe work practices, and be vigilant about own and others' application of these practices. Be aware of risks and act on or escalate risks, as appropriate. Use financial and other resources responsibly.
Business Enablers Procurement and Contract Management	Adept	<ul style="list-style-type: none"> Apply legal, policy and organisational guidelines and procedures relating to procurement and contract management. Develop well-written, well-structured procurement documentation that clearly sets out the business requirements. Monitor procurement and contract management processes to ensure they are open, transparent and competitive. Be aware of procurement and contract management risks, and actions to manage or mitigate risk in monitoring contract performance. Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles. Escalate procurement and contract management issues, where required.
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> Understand all components of the project management process, including the need to consider change management to realise business benefits. Prepare clear project proposals and accurate estimates of required costs and resources. Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements. Identify and evaluate risks associated with the project and develop mitigation strategies. Identify and consult stakeholders to inform the project strategy. Communicate the project's objectives and its expected benefits. Monitor the completion of project milestones against goals and take necessary action. Evaluate progress and identify improvements to inform future projects.