



POSITION DESCRIPTION

Workplace Relations & Integrity
Office of the Provost

Workplace Integrity Investigator

POSITION NO	0064194
CLASSIFICATION	UOM 9
SALARY	\$139,693-\$145,339
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Jessica Kerr, Director – Workplace Integrity Tel +61 401 294 986 Email jskerr@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrang people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

Position Summary

Reporting to the Workplace Integrity Director, the Workplace Integrity Investigator will undertake internal investigations into the behaviours of university employees alleged to be in breach of University policies relating to employment, appropriate behaviour and conduct.

This position sits within the Workplace Integrity team, which has a whole of University focus to address all forms of complaints about staff behaviour and conduct; effectively drawing on subject matter expertise within the team, across the University, and externally to deliver effective and efficient outcomes particular to each case.

1. Key Responsibilities

- Plan and undertake investigation processes that accord with procedural fairness principles and remain impartial, ethical, and supportive of those impacted.
- Apply a trauma informed approach to managing the investigation process.
- Conduct interviews with parties with a fair, neutral and consistent approach.
- Maintain appropriate, thorough and up to date documentation of the investigation process.
- Critically analyse all information gathered as part of the investigation and evaluate credibility and relevance of the evidence. Make appropriate assessment and apply judgement to draw appropriate conclusions.
- Prepare clear, concise written reports to outline findings and conclusions.

2. Selection Criteria

2.1 EDUCATION/QUALIFICATIONS

- Tertiary qualifications in Employment/Human Rights Law, Human Resources, Industrial Relations, or WorkSafe/Workers' Compensation.

2.2 ESSENTIAL

- A minimum of 3 years' experience in undertaking workplace investigations.
1. Excellent verbal and written communication skills, including the ability to convey complex information clearly and draft investigation reports.
 2. Well-developed interviewing skills and demonstrated understanding of trauma informed principles and procedural fairness.
 3. Demonstrated ability to exercise judgment under pressure, resolve complex issues and navigate challenging situations while maintaining impartiality and integrity.

4. Demonstrated ability to effectively manage competing priorities and a range of matters while ensuring that best practice service delivery and robust outcomes are delivered.
5. Demonstrated skills in analysis and interpretation with strong judgement in dealing with complex, often sensitive issues.
6. Outstanding relationship management skills including the ability to engage with and influence a broad range of stakeholders.

2.3 OTHER JOB RELATED INFORMATION

- This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Workplace Integrity Investigator operates with a high degree of autonomy and professional independence when undertaking investigations.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Workplace Integrity Investigator will have advanced problem-solving skills and the ability to plan and prioritise tasks. The role involves critically analysing all information gathered as part of the investigation and evaluating the evidence. The position will be responsible for determining outcomes to address difficult or complex matters and demonstrates lateral thinking, common sense and resilience to prioritise and deliver outcomes, applying their significant professional expertise.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position will draw on the depth and breadth of both technical and functional expertise to:

- perform and deliver complex assignments
- suggest and implement changes/improvements to systems and processes of work; and
- support, influence and advise others.

Experience and capability to acquire proficiency:

- in the work area's systems, policies, procedures and processes (system of work);
- how the system of work interacts with other related functions; and,
- identify opportunities to improve systems of work without adversely affecting other areas.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 CHANCELLERY

- Chancellery is led by the vice-chancellor and has a university-wide focus on:
- Delivering strategic leadership
- Allocating capital according to strategic priorities
- Developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- Ensuring identity or brand is consistent with strategic intent and purpose, and Position number The University of Melbourne
- Overseeing policies and initiatives that develop the academic and professional expertise of university staff members.

6.2 OFFICE OF THE PROVOST

- Led by the Provost, the Office of the Provost supports the achievement of the vision and objectives for education, people and community set out in Advancing Melbourne 2030. The Office of the Provost portfolio sits alongside other divisions (Research, International, Strategy & Culture, Administration & Finance) within Chancellery, and is responsible for strategic leadership in:

- Education and student experience, including curriculum, teaching and learning quality and innovation, learning technologies and spaces, student wellbeing and engagement and widening participation for students from disadvantaged backgrounds.
- People and Community, including Human Resources, academic and professional staff careers, University community-building, diversity and inclusion for students and staff, and the Respect at Melbourne program.
- Indigenous strategy and partnerships, including research, education and engagement, student and staff planning, truth-telling and cultural heritage.
- The Office of the Provost works closely with Faculties, other areas of Chancellery and external partners.
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6.3 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.4 GOVERNANCE

The Vice-Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>