

Role Statement



TITLE OF POSITION: Fraud and Corruption Control Officer
CLASSIFICATION LEVEL: ASO6

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient transport and infrastructure networks and facilitating State development in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values-based organisation, promoting a culture of shared core values that unifies and motivates its workforce to serve all South Australians. By working together, we capitalise on a unique and powerful opportunity to connect with every part of our community and deliver positive outcomes every day.

Division

People and Business Division comprises four directorates: Investment Services, Information Services, Customer Experience and People and Performance.

Fraud and Corruption control is the responsibility of the Investment Services directorate within the Risk and Assurance section.

Role Overview

The Fraud and Corruption Control Officer is accountable to the Unit Manager, Internal Audit and is primarily responsible for coordinating the Department's fraud and corruption control resources and approach to fraud and corruption prevention, detection and response. The position will oversee the effective implementation of DPTI's Fraud and Corruption Control Framework, including the ongoing review of the Policy and Plan, ensuring that this is well understood and requirements actively upheld and implemented by employees at all levels of the Department. The position will be involved in the development of related policies and procedures and assist in identifying additional control strategies for local fraud and corruption risks by providing specialist consultancy services and expert advice to line management. It will assist in fraud investigations and determine whether improvements are required to improve fraud and corruption control strategies. The position will be responsible for collecting, analysing and reporting accurate and reliable fraud and corruption information and with adequate direction, follow through of any action required to improve the Department's strategies. This position may also be required to perform internal audits where relevant to fraud control strategies.

Directorate: Investment Services
Position Number:
ANZCO Code:
Location: Adelaide CBD
Knet No. #10453846



Government of South Australia
Department of Planning,
Transport and Infrastructure

Key Outcomes of the Role

The Fraud and Corruption Control Officer is required to undertake a wide range of activities which may include (but not limited to) the following:

- a. Develop, promote, monitor and maintain the *Fraud and Corruption Control Framework* and recommend amendments to the Chief Executive through the Audit and Risk Committee, where required. The person responsible will remain up-to-date with current best practices in fraud and corruption control, changes in relevant legislation and whole-government policies and procedures and ensure the ongoing alignment of the Department's strategies with these standards.
- b. Assist in risk assessment activities in relation to fraud, corruption and other criminal conduct, misconduct and maladministration across the agency including monitoring, reviewing and reporting in line with DPTI's risk management policy.
- c. Review the business areas' subsidiary fraud and corruption control plans and ensure alignment with existing Department strategies, policies and procedures.
- d. Coordinate training, education, retraining or refresher education of employees at all levels in relation to fraud and corruption and fraud control strategies and reporting obligations.
- e. Develop and maintain a Fraud and Corruption Control Compliance Program with the objective of promoting and assessing compliance with the responsibilities and strategies set out in the Policy and Plan including the audit of the design and implementation of key fraud controls.
- f. Provide a central departmental referral point for preliminary consideration of suspected or alleged fraud, corruption and other criminal conduct, misconduct and maladministration by employees or other public officers.
- g. Develop, maintain and monitor an effective process that will promote the fulfilment of the Department's obligations to report to the OPI conduct reasonably suspected as corruption, or serious/systemic misconduct and maladministration.
- h. Provide advice to management and other employees in dealing with incidences of suspected or alleged fraud, corruption and other criminal conduct, misconduct and maladministration.
- i. Assist in the development and review of policies and procedures that relate to, and impact on, fraud and corruption control strategies.
- j. Implement effective collection and documentation of all relevant suspected and proven incidents of fraud and corruption.
- k. Perform analysis to look for a continuous improvement to existing fraud and corruption control strategies and operations, and perform regular reporting to senior management and relevant authorities.
- l. Where required, assist in fraud investigations and determine whether improvements are required to improve fraud and corruption control strategies.
- m. Identify high risk areas in relation to fraud, corruption and other criminal conduct, misconduct and maladministration for consideration in the development of DPTI's Internal Audit Plan.
- n. Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.

Special Conditions and Essential Requirements

This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history / record check in line with departmental policies and procedures.

Some out of hours work and inter/intrastate travel, including overnight absences, may be required.

Qualifications / Licences

Relevant tertiary qualification appropriate to the role.

Person Capabilities

- a. Experience in policy development and proven capacity to understand and translate best practice standards into effective and efficient practices and procedures
- b. Experience in delivering/coordinating training and awareness and business improvement programs
- c. Proven ability to work collaboratively with all levels within the organisation as well as with authorised external parties
- d. Proven ability to initiate, plan and deliver significant programs of work, measure and improve performance outcomes and provide timely, concise, written and verbal communications.
- e. Ability to act with urgency, apply and advise on broad discipline knowledge, formulate and suggest practical and innovative solutions and implement change with consideration to operational realities.
- f. Ability to facilitate DPTI's cultural change by leading, modelling and engaging the workforce to embrace and exhibit the DPTI values and behaviours including:
 - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
 - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere, and transparent in our decision making and act at all times in such a way to uphold the trust of the people we work with.”
 - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we're doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive.”
 - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- g. Ability to support a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and *Equal Employment Opportunity Act 1987*.
- h. Knowledge and understanding of Aboriginal and Torres Strait Islanders cultural issues and ability to address access barriers to participation in departmental policies, programs and services.
- i. Ability to support a culture of commitment and accountability to the implementation of the Premier's Safety and Wellbeing Declaration and requirements of the Work Health and Safety Act 2012, utilising AS/NZS IS031000:2009 Risk Management or equivalent.

Delegate Approval

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Name

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Signature

Date: / /