

Role Description

Role details		
Role title	Professional Standards Advisor	
Tenure	Parental Leave Cover – Temporary up to end September 2018	
Reports to	Professional Standards Manager	
Next reporting manager	Chief Executive Officer	
Direct reports	Nil	
Location	Melbourne	
Award	Clerks – Private Sector Modern Award	Professional Officer
Hours of work	Full time: 38 hours per week	
Date	October 2017	
Role purpose		
<p>The Professional Standards Advisor is responsible for:</p> <ul style="list-style-type: none">> case-managing complaints of alleged breaches of AASW's Code of Ethics in accordance with AASW's Complaint Management process and overarching Constitution and By-Laws.> providing administrative support and professional guidance to the Chair and members of the Ethics Complaints Panel> providing professional consultation support services to AASW members in accordance with the prescribed scope and terms of AASW's Consultation Support Service <p>This incumbent will provide temporary replacement cover for a period of parental leave which is expected to commence mid-November and continue through to September 2018.</p>		

About AASW
<p>The Australian Association of Social Workers (AASW) is the professional representative body of social workers in Australia, with approximately 10,000 members. We set the benchmarks for professional education and practice in social work and have a strong voice on matters of social justice, human rights and issues that impact upon the quality of life of all Australians.</p>

Our Values
<p>AASW members are required to operate in accordance with the AASW Code of Ethics which requires an approach to social work practice which reflects:</p> <ul style="list-style-type: none"> ❖ Respect for persons ❖ Social justice ❖ Professional integrity <p>AASW employees are expected to operate in accordance with the aims and intent of these shared values.</p>

Key Areas of Accountability

Ethics Complaint Management

- Receive and undertake preliminary assessments of alleged breaches of the Code of Ethics, and refer all eligible complaints to the National Ethics Panel (NEP) in accordance with the Ethics Complaint Management process and By-Laws and other overarching governance requirements including:
 - liaising with relevant parties (such as Complainants and Respondents, the National Ethics Panel, Hearing Panel, or other formally constituted Panels).
 - operating in a case-management capacity for all notified complaints, seeking advice and guidance as required
 - undertaking administrative, data collection and analysis activities to support and inform AASW's complaints management activities.

Consultation Services

- Provide professional consultation services to AASW members in accordance with the defined scope and terms of AASW's Consultation Service.
- Provide information on professional indemnity insurance matters as they relate to professional practice, liaising with and/or referring enquiries to the insurer/other relevant parties as required.

Professional Standards

- Contribute to the review and continual improvement of AASW's Ethics Program, within the context of existing governance arrangements, AASW's *Constitution* and *By-Laws* and recommendations for improvement, as required.
- Contribute to the review of Professional Standards documentation (including AASW's *Code of Ethics*, General Practice Standards, Supervision Standards, Mental Health and Social Work College Standards), as required.
- In consultation with the Professional Standards Manager, develop other practice-based resources/guidelines to complement the existing range of information on professional standards.

Mental Health Accreditation Services

- Provide advisory support to externally-based assessors of the mental health accreditation program (AMHSW) regarding application of the Practice Standards for Mental Health Social Workers, as required.
- Case manage AMHSW applications identified as complex to an appropriate conclusion.
- Oversee audits of AMHSW in consultation with the Professional Standards Manager.

Key compliance requirements

All AASW employees are required to:

- comply with all AASW policies, procedures and code of conduct
- operate in accordance with relevant statutory and regulatory compliance obligations including: Work Health & Safety, Privacy, Finance Management, Record Keeping and Equal Opportunity in employment and service delivery
- participate in relevant training and awareness programs relating to compliance obligations and areas of accountability

Note: A police check and other pre-employment checks may be required as part of the selection and appointment process

Key Selection Criteria


Essential

- Degree qualified Social Worker.
- Demonstrated understanding of the theoretical concepts, service models and practices used in the social work profession, particularly regarding compliance/professional conduct requirements arising from the profession's Code of Ethics, Practice Standards and Practice Standards applying to social workers practising as Mental Health Social Workers.
- Proven professional experience within a range of roles which draw upon social work knowledge and practice skills.
- Proven research and report-writing skills.
- Ability to work well under pressure and to respond flexibly to changing circumstances.
- Ability to work effectively and confidently with minimal supervision and apply considered judgement and initiative when prioritising work tasks.
- A high level of self-awareness and ability to reflect and learn from experience.
- Proven resilience in the face of setbacks, with the ability to remain calm and in control when dealing with challenging situations.
- Open to new ideas and approaches, embraces ambiguity and uses own initiative to look for opportunities.
- Demonstrated analytical, conceptual thinking and solution finding abilities with the ability to embrace ambiguity and use initiative.
- Demonstrated ability to develop and maintain productive working relationships based on mutual trust and respect.
- Demonstrated ability to influence internal and external stakeholders
- Ability to forge positive and collaborative working relationships with people across a geographically dispersed organisation.
- Competent user of the Microsoft Office Suite of products.

Desirable

- Membership of AASW.

Approvals

Approved by: Cindy Smith, CEO		Date approved: October 2017
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Accepted by

Employee Name		Signature:	Date: October 2017
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