



Australian Government

PSPETH009 Maintain and enhance confidence in public service

Release: 1

PSPETH009 Maintain and enhance confidence in public service

Modification History

Supersedes and is not equivalent to PSPETH004 Maintain and enhance confidence in public service.

Application

This unit describes the performance outcomes, skills and knowledge required to promote the highest standards of ethical conduct in the workplace.

This unit applies to those working autonomously, as part of a team and with management responsibilities, in public sector roles or in similar organisational contexts. They perform sophisticated tasks in familiar contexts.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Ethics

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Provide ethical leadership.
 - 1.1. Model and reinforce ethical conduct in others.
 - 1.2. Encourage staff professionalism through consultation and collaboration.
 - 1.3. Encourage staff to raise ethical dilemmas, and coach staff in the application of ethical decision-making and policy setting frameworks.
 - 1.4. Provide staff with opportunities to develop skills to identify and resolve situations requiring ethical judgment.
 - 1.5. Clarify ethical aspects of decisions and provide written advice on more complex ethical problems.
 - 1.6. Encourage reporting of suspected unethical conduct and address as needed.
 - 1.7. Monitor and evaluate policies for consistency with public sector standards and recommend changes where necessary.
2. Balance competing public interests.
 - 2.1. Consider all relevant facts and ensure weightings given to competing interests are unbiased, transparent and defensible.
 - 2.2. Use decision-making processes and document reasoning and grounds for decisions.
 - 2.3. Provide advice to government regarding policy decisions relating to the public interest.
 - 2.4. Take immediate action to resolve the situation, where staff indicate conflicts of interest.
3. Establish and monitor processes and practices that encourage integrity.
 - 3.1. Develop and review organisational processes and practices to ensure they meet the requirements of procedural fairness and accountability.
 - 3.2. Develop processes containing mechanisms to ensure that public resources are used in accordance with public sector ethics standards, legislation, policy and guidelines.
 - 3.3. Develop processes that include risk management strategies which meet client, staff and organisational needs for transparency and accountability.
 - 3.4. Monitor processes and practices to ensure they encourage and support those reporting unethical conduct and protect them from reprisals.
 - 3.5. Take action to ensure ethical conduct of contractors is consistent with the requirements of the contracting organisation.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is not equivalent to PSPETH004 Maintain and enhance confidence in public service.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Assessment Requirements for PSPETH009 Maintain and enhance confidence in public service

Modification History

Supersedes and is not equivalent to PSPETH004 Maintain and enhance confidence in public service.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion:

- apply an ethical decision-making framework to report and provide advice on an ethical problem
- analyse policies and organisational procedures for consistency with sector ethics standards
- prepare a written report to address a complex conflict of interest situation and present possible outcomes.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation, guidelines, standards, procedures and protocols related to the application of public sector ethics in the work group
- organisational code of ethics and code of conduct
- legislation related to privacy, freedom of information, human rights, whistle blower protection and procedural fairness
- equal employment opportunity, equity and diversity principles
- procedures for declaring conflicts of interest
- ethical decision-making and problem-solving models
- procedures or protocols for reporting unethical conduct claims.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- legislation, guidelines, standards, procedures and protocols related to the application of public sector ethics in the work group
- organisational code of ethics and code of conduct
- resources and equipment of the working environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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