



Government of **Western Australia**  
Department of **Corrective Services**

# Job Description Form

## 013560 Principal Investigator

### Investigations Branch

#### POSITION DETAILS

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Classification Level: 7  
Award/Agreement: PSA 1992 / PSGOGA 2014  
Position Status: Permanent  
Organisation Unit: Operational Services Division, Investigation Services Directorate  
Physical Location: Perth CBD

#### REPORTING RELATIONSHIPS

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Responsible to: 013149 Assistant Director Investigations - Level 8

**THIS POSITION:** 013560 **Principal Investigator - Level 7 (*Misconduct Investigations*)**

Direct reports: Senior Investigator - Level 6 (*Misconduct Investigations*)  
Investigator - Level 5 (*Misconduct Investigations*) x2

#### OVERVIEW OF THE POSITION

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The Principal Investigator (*Misconduct Investigations*) reports to the Assistant Director Investigations and is responsible for receiving all allegations of staff and contractor's staff misconduct. The Principal Investigator (*Misconduct Investigations*) will progress each allegation in accordance with the Tasking Assessment Group (TAG) direction's and investigation procedures set by the Operating Procedures Branch. The key responsibilities of the Principal Investigator (*Misconduct Investigations*) are to receive and coordinate the referral of all allegations of misconduct to be dealt with as a disciplinary matter, conduct inquiries and gather relevant information that will assist in the review and recommendations to be made to the decision maker to make findings and impose disciplinary actions (penalties) as required.

The Investigation Services Directorate is accountable for providing a single area of accountability for delivering Misconduct Assessment, Directed Investigations and Professional Misconduct and Review services in accordance with the Department's policies and procedures. It determines the validity of claims against staff and executes investigations and oversees the resulting disciplinary actions arising from proven allegations for all departmental staff and within the complex, high-profile and contentious environment of corrective services.

## **JOB DESCRIPTION**

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As part of the Misconduct Investigations team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation;
- Work to improve communication and model integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate;
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Department's interest on committees and working groups as required.

## **ROLE SPECIFIC RESPONSIBILITIES**

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Working at a high level with medium to complex staff misconduct investigations in a large, multi-disciplinary organisation. Duties include, but are not limited to, the following points:

- Providing strategic and operational leadership in the assessment of allegations of misconduct against Corrective Services staff and the staff of contractors;
- Conducting high-level, complex and sensitive inquiries that will provide crucial input into the assessment of misconduct, prepare assessment reports and determine the appropriate course of action to deal with the proven offence including referring misconduct offences to the Corruption and Crime Commission, WA Police/Major Fraud Squad, Contract Managers or Prison Superintendents ;
- Coordinate Public Interest Disclosure (PID) disclosures or complaints in accordance with procedures set by the Operating Procedures Branch;
- Providing investigative assistance and strategic advice to key internal and external stakeholders on matters relating to misconduct investigations management;
- Providing input into the development, implementation and review of agency policies and procedures relevant to misconduct investigations;
- Supporting the operations of the Investigation Services directorate by; assisting staff as required; coaching and mentoring the Senior Investigator and Investigator to develop and enhance their capabilities; actively participating in the formulation and achievement of objectives, strategies and priorities that support the effective functioning of the Directorate:

- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

## **JOB RELATED REQUIREMENTS**

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In the context of the role specific responsibilities of this position, the ability to demonstrate the following skills, knowledge and experience.

### **Shapes and Manages Strategy**

The ability to; provide direction to others regarding the purpose and importance of their work , set work tasks that align with strategic objectives and communicates the expected outcomes, understand the Department's objectives and aligns project activities accordingly, consider the ramifications of identified issues and evaluate their potential impacts on work plans and operational goals, gather and investigate information from a range of sources and explore new ideas and different points of view, investigate best practice approaches that may enhance service delivery are important for this role.

### **Achieve Results**

The ability to; critically review project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, identify key talent that will enhance and support performance, remain flexible and responsive to changes in requirements, seek specialist expertise and capitalise on the expert knowledge and skills of others, set clear plans and timeframes for project implementation and outlines specific activities that support success, respond in a positive and flexible way to change and uncertainty, share information and own expertise with others, see projects through to completion, monitor project progress and adjusts plans as required to meet deadlines, commit to achieving quality outcomes and seek feedback from stakeholders to gauge satisfaction are all fundamental to this role.

### **Builds Productive Relationships**

The capacity to; build and sustain relationships with a network of key people internally and externally, be proactive in offering assistance for a mutually beneficial relationship, anticipate and be responsive to internal and external clients' needs, involves, encourages and recognises the contributions of people, consult and share information and ensures that others are informed of issues, work collaboratively with the team, encourage the exploration of diverse views and try to see things from different perspectives, identify learning opportunities and strengths within the team and delegate tasks accordingly, set clear performance standards and provide timely praise and recognition, provide constructive objective feedback in a manner that gains acceptance and achieves resolution, deal with poor performance promptly are requirements for this role.

### **Exemplifies Personal Integrity and Self-Awareness**

This role requires; a high level of personal commitment to integrity, professionalism, probity and personal development, adherence to the Code of Conduct, the ability to stand by own position when challenged, to seek advice and guidance when required, takes personal responsibility for meeting objectives and shows initiative and acts proactively to progress work to meet deadlines, able to remain positive and respond to pressure in a controlled manner – continues to progress work despite criticisms and setbacks, a strong commitment to learning and self-development and acceptance of challenges and new opportunities. Engage with risk by providing impartial and forthright advice, constructively challenging important issues and proposing solutions. Actively identifies and manages risk issues escalating as required.

### **Communicates and Influences Effectively**

A demonstrated ability to: present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences, approach negotiations with a strong grasp of key issues, able to frame persuasive arguments that take account of opposing views, encourage support from relevant stakeholders, strive to achieve outcomes that benefit both parties are all requirements for this role.

### **Role Specific Criteria**

- Significant demonstrated experience in the assessment and management of high level, complex and sensitive investigations within a public sector environment.
- Demonstrated knowledge and understanding of contemporary investigation methodologies, trends and strategies and a thorough understanding of relevant industrial relations principals and Government policy, standards and instructions in a large, multi-disciplinary organisation are essential.

### **SPECIAL REQUIREMENTS/EQUIPMENT**

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**It is a requirement that the position holder is successful in obtaining a NEGATIVE VETTING LEVEL ONE security clearance as a condition of employment and maintaining the clearance for the duration of their appointment in the position. Only Australian Citizens are eligible to hold the NEGATIVE VETTING LEVEL ONE security clearance.**

### **CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COMMISSIONER

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR CERTIFICATION DATE: \_\_\_\_\_