



**Insurance Commission
of Western Australia**

Position Title	Investigator	Classification	Level 4/5
Number	Generic	Group	Corporate Support
Reports to	Investigations & Intelligence Manager	Division	Legal Services
Supervises	0	Section	Investigations & Intelligence

Commission Overview

The Insurance Commission of Western Australia (Insurance Commission) is a Government Trading Enterprise that provides motor injury insurance to Western Australian motorists and manages the self insurance arrangements of the Western Australian Government through its Government Insurance division. The Insurance Commission also invests and manages funds to meet insurance liabilities, and advises Government on insurance.

Our Values

We are committed to a high performance culture which values accountability, professional integrity and respect.

Divisional Overview

The Legal Services Division provides legal services to all Divisions of the Insurance Commission and oversees the Insurance Commission's legal compliance. The Division also supports disruption of fraud/corruption/misconduct through prevention and detection using a combination of fraud analytics, assessment/intelligence, investigation and resolution.

Position Overview

Investigate suspicious personal injury claims and service provider transactions, prepare briefs of evidence, contributing to appropriate settlements and/or criminal prosecutions.

Position Responsibilities

- Conducts investigations into deception involving Motor Injury Insurance and Government Insurance.

- Works closely with claims officers to coordinate investigative tactics relevant to claims management.
 - Prepares briefs of evidence for prosecutions and the disruption of false and misleading claims.
 - Liaises closely with Intelligence Analysts.
 - Produces timely written case management notes and investigation Minutes which clearly convey logical outcomes.
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Corporate Responsibilities

- Exhibits accountability, professional integrity and respect consistent with the Insurance Commission's Values and Code of Conduct, and the public sector Code of Ethics.
 - Ensures all correspondence is to a professional standard consistent with the style guide.
 - Performs other duties as directed.
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Work Related Requirements

Have the capability to:

1. Apply work expertise to an investigative context.
 2. Communicate and influence.
 3. Work collaboratively within a multi discipline team.
 4. Effectively achieve results.
 5. Apply advanced knowledge of criminal brief preparation.
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Pre-employment requirements

- A satisfactory National Police Clearance no more than six months old
 - 100 point identity check
 - Satisfactory evidence of Australian residency status or the right to work in Australia
 - Satisfactory evidence of essential qualifications or Professional Memberships (where applicable)
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Award/Agreement

Government Officers (Insurance Commission of Western Australia) Award 1987
Government Officers (Insurance Commission of Western Australia) General Agreement 2021

Certification

Approved by the delegated authority and registered on:

5 October 2020

