Job Description Form – Senior Investigator

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| **Position number:** | Generic | **Classification:** | Level 6 |
| **Division:** | Local Government | **Branch/section:** | Investigation and Assessment |
| **Reports to:** | 13189 – Principal Investigator – Level 7 | **Direct reports:** | Nil |

About the Department

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| Mission | Vision | Values |
| To lead the public sector in community – focused delivery with a high performing organisation and thriving workforce. | Western Australia is celebrated as the best place to live in Australia. | RespectableAccountableResponsiveOpen-mindedIntegrity |

Context

The Local Government team partners with local government across Western Australia to deliver good governance to the community. The team administers legislation impacting local government and the community and receives and processes statutory applications. It continues to engage local governments through education and capacity building for the sector.

Position purpose

The Senior Investigator works within a multidisciplinary team responsible for undertaking allocated investigations to a high standard in accordance with legislative requirements, internal policies and procedures. Successful outcomes of the role are that allocated investigations are conducted appropriately and within required timeframes, and reports, briefing notes, prosecution notes and briefs are completed to a high standard, supporting business requirements and resulting in positive outcomes for the department. Working to defined principles, the position works to agreed principles, targets and policies and:

* Provides investigative capability to shape, manage and lead investigative strategies and activities for the Investigation and Assessment unit.
* Plans, coordinates, controls, evaluates, reviews and reports on investigative activities.
* Undertakes research, analysis, investigation and evaluation of complex issues and formulate findings and recommendations.
* Supports continuous improvement and capability building within a values-driven team environment.
* Engages with and provides high level advice to both internal and external stakeholders.
* Prepares Authorised Inquiry Reports, investigation reports, publications, briefing notes, submissions and correspondence.

Responsibilities

1. Administration
* Undertakes investigation activities within agreed parameters with responsibility for agreed deliverables.
* Operates with an awareness of compliance requirements.
* Using specialist knowledge, provides advice, information, guidance and an overarching understanding of the legislative framework and policy environment impacting on local governments.
* Effectively manages resources to ensure optimum efficiency and achievement of investigative outcomes.
* Maintains and manages records, information and the progress of matters through accurate and timely data entry in case management, intelligence and technical platforms.
* Regularly updates and consults with the Manager Investigations and Assessment for progress on cases or any issues which may impact delivery.
1. Research
* As part of a team, plans, coordinates and undertakes investigations to identify and evaluate evidence-based findings and recommendations.
* Undertakes complex investigations utilising a range of investigation methodologies including interviewing, critical analysis, case management, planning, utilising evidence gathering methodologies and brief preparation.
* Uses initiative to identify appropriate and lawful lines of inquiry to bring about appropriate investigative outcomes.
* Gathers, collates, interprets and presents information. Uses a high degree of initiative and extensive knowledge and experience to determine reliability, relevance and credibility of information.
* Coordinates and prepares briefs of evidence, warrants and general correspondence and where required; liaises with State Solicitors Office on issues relating to prosecutions and represent the department on these matters where required.
* Represents the Department on investigations and prosecution matters where required
* Maintains an awareness of current trends, issues and technologies.
1. Communication and Liaison
* Takes evidential statements
* Conducts record of interviews with persons of interest.
* Prepares information for use in warrants, notices and Directions.
* Executes search warrants in accordance with legal, legislative and procedural requirements.
* Briefs the Manager, Director, senior executive and the Minister on matters associated with the investigations.
* Prepares reports on the outcomes of investigations that clearly describe process outcomes and recommendations drawn from investigations for consideration of prosecution by the Director General in accordance with Local Government Act 1995.
* Prepares written submissions, briefs of evidence and recommendations of a high standard as required by the judiciary. Liaises effectively with a wide range of external stakeholders.
* Liaises effectively with a wide range of people external to the Local Government Division.
1. Project Management
* Contributes to the development of and manages investigation plans and strategies to achieve Investigation outcomes.
1. Other
* Perform any other duties as assigned or necessary to support the objectives of DLGSC.

Work related requirements

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

Essential

1. Role Specific
* Significant experience in planning, managing and conducting complex investigations using a range of investigative methodologies. Key skills include experience in interviewing, critical analysis, case management, planning, utilising evidence gathering methodologies and brief preparation.
* Knowledge and understanding of the application of the rules of evidence and Court and Tribunal procedures.
1. Shapes and Manages Strategy
* Anticipates, analyses and manages emerging issues.
* Develops clear evidence-based recommendations and resolve risks and issues.
* The ability to conduct investigations in a holistic manner, identifying and dealing with not only aspects of an investigation, but identifying and making recommendations about process and procedure weaknesses that may have contributed to an environment where a lack of good government, misconduct may have occurred.
1. Achieves Results
* Works independently and manages own work deliverables.
* Proactively collaborates with others to achieve results.
* Displays a strong work ethic and resilience.
* Demonstrates effective time management skills including an ability to manage a demanding workload to achieve appropriate and consistent results in a dynamic work environment, whilst ensuring completion of priority tasks and the meeting of deadlines.
1. Builds Productive Relationships
* Proactively builds trust and effectively collaborates with a diverse group of stakeholders to achieve objectives.
* Demonstrates an approach to a collaborative, innovative and values-based culture encouraging diverse views and a balanced approach to work.
* The ability to effectively participate in and contribute to the capability development of a multi-disciplinary team to achieve agreed outcomes.
* The ability to guide or provide instructions to other members of the team, including at times more senior members, and the ability to constructively receive and act on advice provided.
1. Exemplifies Personal Integrity and Self-Awareness
* Displays judgement, initiative and professionalism.
* Demonstrates high ethical standards and a professional approach to manage deliverables in a sensitive work environment.
* Demonstrates behaviour in accordance with the standards and principles set out in applicable codes of ethics/conduct and departmental standards, values and policies including reliability, managing personal behaviours and working cooperatively.
* Demonstrates an understanding of personal and professional competence and the impact of organisational change, adapting and undertaking improvement actions as required.
* The ability to reflect on own behaviours and work style understanding the impact on others and on performance.
1. Communicates and Influences Effectively
* The ability to communicate confidently and select the appropriate medium for conveying information to the audience.
* The ability to identify and respond to the sensitivities and diversities of the target audience and governance requirements adapting communications appropriately and maintaining confidentiality as required.
* Demonstrates confident and highly effective presentation skills.

Desirable

1. Possession of or progress towards a tertiary qualification or previous relevant experience.

Special conditions

Nil.

Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

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| Registration date | 18 July 2024 |