

# Job and Person Specification

<b>Title of Role:</b>	Investigations Advisor	<b>Remuneration Level:</b>	ASO7
<b>Business Unit:</b>	Compliance & Enforcement Directorate	<b>Type of Appointment:</b>	Term (up to 9 months)
<b>Division:</b>	SafeWork SA	<b>Position Number:</b>	

## Job and Person Specification Approval

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### Primary Purpose

SafeWork SA (SWSA) is responsible for providing work, health and safety, public safety and state-based industrial relations services across South Australia. As a regulator, Investigators and Inspectors ensure work, health and safety, and public safety standards are met and appropriate action is taken when breaches of laws are detected.

The Investigations Advisor provides advice, guidance and mentoring to SWSA Investigations Team in respect of the complex and diverse investigations conducted pursuant to legislation administered by SWSA. The role will provide intensive oversight of the conduct of individual matters allocated to investigators to ensure that investigation strategies comply with legislative requirements, and are executed in an effective and efficient manner in accordance with legislated authorities, to provide timely outcomes. The Investigations Advisor will work with team leaders and individual investigators in finalising matters by assessing available evidence and information to make recommendations for appropriate enforcement action. In those matters recommended for prosecution, the Investigations Advisor will be responsible to ensure that briefs of evidence are compiled in a logical and coherent manner and in accordance with the rules of evidence, to a standard that supports the initiation of proceedings.

The Investigations Advisor is accountable to the Investigation Manager for providing support in coordinating and managing investigations into significant incidents through the provision of guidance and advice to the Investigations Team to ensure compliance with legislative obligations, the proper use of legal authorities and use of best practice investigative and evidence collection techniques.

The role will be responsible to mentor investigators to assist in developing and continuously improving individual investigation skills in response to legislative change, contemporary investigation techniques or relevant case law.

### Reporting Relationships

- Manager, Investigations

### Key Relationships/Interactions

- Director, Investigations
- Team Leaders, Investigations Team
- Investigators
- Chief Inspector
- Inspectors
- Administration Staff
- SWSA employees



- Crown Solicitor's Office
- Other Government agencies (state and national)

## Key Challenges

- Provide high quality advice and guidance in the interpretation and application of legislation to all members of the SWSA Investigation Team.
- Provide mentoring the SWSA Investigation Team to assist individual members in developing required skills and capability in conducting high standard and legally sound investigations.
- Operate autonomously under broad direction to initiate, plan, coordinate and review investigations to ensure they are conducted in a consistent, timely and professional manner.
- Ensure the outputs of the Investigation Team meet legislative, policy and procedural requirements and are reflect high standards of presentation.
- Through mentoring and intensive oversight build the confidence of the Investigation Team to develop a culture of high performance and accountability.

## Special Employment Conditions

- Some out of hours work may be required.
- Some intra and interstate travel requiring overnight absences may be required.
- Possession of a class C driver's licence.

## AGD Conditions

- Participation in quarterly performance review and development;
- Actively participate in all mandatory training requirements;
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code), relevant legislation and AGD policies and procedures; and
- Employment is dependent upon a National Police Certificate clearance that the AGD finds satisfactory.

## Flexible Working Arrangement Options

The South Australian public sector promotes diversity and flexible ways of working including part-time. You are encouraged to discuss the flexible working arrangements for this role. Flexible working arrangement options for this role may include

- Flexitime
- Work from home or telework arrangements
- Remote working arrangements



**Responsibilities**

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The Investigations Advisor is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<p><b>Investigations Capability</b></p>	<ul style="list-style-type: none"> <li>• Mentor team leaders and investigators to develop improved and enhanced knowledge, skills and abilities in the conduct of investigations.</li> <li>• Intensively oversee, assist and advise team leaders and investigators to develop legally and procedurally sound investigation strategies in respect to matters allocated to the SWSA Investigation Team.</li> <li>• Review, collate and analyse data to determine and implement appropriate investigation strategies and techniques appropriate to the individual and diverse matters allocated to the SWSA Investigation Team.</li> <li>• Manage and assist the Investigation Team to prepare written submissions, briefs of evidence and recommendations of the highest standard required by criminal and civil courts, tribunals, hearings and reviews.</li> <li>• Provide high level support to the Investigations Manager by ensuring that ongoing case management and file reviews are conducted to ensure investigation activities are focused and productive.</li> </ul>	<ul style="list-style-type: none"> <li>• Investigations are undertaken timely and thoroughly and within procedural guidelines and the rules of evidence.</li> <li>• Briefs of evidence submitted with recommendations to the SWSA Executive are able to be referred to the CSO in the first instance.</li> <li>• CSO requests for additional enquiries in respect of files referred to them will be reduced.</li> </ul>
<p><b>Investigations</b></p>	<ul style="list-style-type: none"> <li>• Work intensively and collaboratively with individual investigators on a daily basis to provide guidance and support in undertaking required investigation actions.</li> <li>• Provide assistance to individual investigations as permitted by relevant legislation in undertaking investigative activities.</li> <li>• Assist investigators engage with experts.</li> <li>• Ensure legal requirements in relation to vulnerable witnesses and victims (<i>Victim of Crime Act 2001</i>) are met.</li> <li>• Liaise with various stakeholders on all aspects of the investigation.</li> <li>• Act as a liaison with CSO for the Investigation Team.</li> </ul>	<ul style="list-style-type: none"> <li>• Investigation time frames are reduced.</li> <li>• Briefs of evidence support the initiation of proceedings and prosecution.</li> <li>• Requests from CSO are responded to positively, promptly and within any required timeframe.</li> </ul>



<p><b>Quality Assurance</b></p>	<ul style="list-style-type: none"> <li>• Develop and embed standards that provide high quality investigations.</li> <li>• Review all aspects of an investigation file to ensure compliance with legislative and procedural requirements.</li> <li>• Provide timely advice and feedback to individual investigators when investigation actions or documentation do not meet the required standards.</li> <li>• Develop and maintain professional working relationships with external stakeholders to facilitate the objectives of the Investigation Team.</li> <li>• Set standards for providing quality Investigations.</li> <li>• Develop documentation including process flow, checklists, and notices which will contribute to quality assurance.</li> <li>• Identify skills and knowledge deficiencies to assist in the development of SWSA training programmes.</li> </ul>	<ul style="list-style-type: none"> <li>• Individual standards in respect to documentation and investigation skills are improved.</li> <li>• Engage with stakeholders as required ensuring expectations are managed appropriately and professionally.</li> <li>• Quality standards are set and monitored.</li> <li>• Employees adequately trained in systems and processes of Investigations.</li> <li>• Quality assured processes and procedures are effective, accurate and efficient.</li> </ul>
<p><b>Continuous Improvement</b></p>	<ul style="list-style-type: none"> <li>• Influence, maintain and support a culture of high performance, professionalism and continuous improvement within the team.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify and initiate opportunities for improvements in systems and objectives of SafeWork SA and drive continuous improvement</li> </ul>
<p><b>Contribute to Culture</b></p>	<ul style="list-style-type: none"> <li>• Actively participate and contribute to responsible and safe work practices;</li> <li>• Embrace diversity and cultural differences in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Work practices are safe and WHS legislation, policies and procedures are adhered;</li> <li>• Respectful behaviour observed when faced with diversity/differences in opinion.</li> </ul>



## Technical Expertise

### Qualifications, Skills, Knowledge and Experience relevant to the role

<p><b>Technical Expertise (Essential)</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated ability to work autonomously under broad direction.</li> <li>• High level conceptual skills and a demonstrated ability to manage complex projects and work processes.</li> <li>• Extensive investigational experience with experience in analysing situations and determining essential elements of investigations.</li> <li>• High level skills in investigative interviewing techniques</li> <li>• Proven experience in preparation of quality reports instigating action, and meeting evidentiary and judicial standards.</li> <li>• Extensive experience in gathering evidence, questioning witnesses, suspects or alleged offenders and experience in the collation and analysis of intelligence and information.</li> <li>• Experience in court proceedings and giving evidence before courts and tribunals.</li> <li>• Experience in the use of secure electronic data systems and photographic equipment.</li> <li>• Demonstrated leadership and management skills including developing staff skills and engaging staff to commit to the organisation's vision and to achieve KPIs.</li> <li>• Ability to read, interpret and apply legislation.</li> <li>• Ability to train, develop and mentor others.</li> </ul>
<p><b>Technical Expertise (Desirable)</b></p>	<ul style="list-style-type: none"> <li>• Extensive experience in the administration, auditing and management of stakeholder compliance with legislation administered by SafeWork SA which includes WHS, Workplace Relations or Dangerous Substances.</li> <li>• Skills and experience in the development, delivery and review of staff training and presentations.</li> <li>• Investigation experience with regard to a wide spectrum of inappropriate/unsafe work habits.</li> <li>• An appropriate qualification at Diploma level or above in a relevant discipline e.g. Government (Workplace Inspection), Law, WHS, I.R., or Investigations.</li> <li>• Significant experience in a priority industry sector or priority hazard area.</li> </ul>

## Behavioural Capabilities

The AGD Performance Matrix describes the behaviours expected of AGD employees across various levels in the Department.

Descriptors below detail the behavioural capabilities required for performance in the Principal Investigator - Advisor. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. This broader group of behaviours are applicable to your ongoing success in the role.

	<b>Strategic Focus</b>	<b>Results Orientation</b>	<b>Service Delivery Excellence</b>	<b>Relationship Management</b>	<b>Professional Approach and Drive</b>
<b>Strategic</b>	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
<b>Tactical</b>	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
<b>Operational</b>	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
<b>Foundational</b>	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism



Element	Behaviours
<b>Promotes Strategic Thinking and Change</b>	<ul style="list-style-type: none"> <li>• Ensures work goals are linked to the bigger picture</li> <li>• Adopts and manages a balanced approach to risk aversion and risk taking</li> <li>• Considers the broader political environment and context when decision making</li> <li>• Sets aside time to engage in forward planning for his/her area of responsibility</li> </ul>
<b>Achieves Team Results</b>	<ul style="list-style-type: none"> <li>• Is accountable for the delivery of quality, timely and cost effective results</li> <li>• Critically evaluates the problem in its entirety before identifying and implementing best possible solution</li> <li>• Confidently makes decisions showing good judgement</li> <li>• Effectively prioritises and re-negotiates tasks as needed</li> <li>• Reviews performance and seeks opportunities to implement continuous improvement</li> </ul>
<b>Deliver Business Excellence</b>	<ul style="list-style-type: none"> <li>• Identifies trends, potential problems and opportunities and incorporates into plans</li> <li>• Identifies and manages capability and expertise of the workgroup to achieve outcomes</li> <li>• Promotes and ensures a strong focus on internal and external customer service</li> <li>• Effectively manages and coordinates resources for optimal outcomes</li> </ul>
<b>Establish Relationships and Engages Others</b>	<ul style="list-style-type: none"> <li>• Effectively identifies, manages and resolves conflict</li> <li>• Maintains awareness of the political context and acts accordingly</li> <li>• Develops effective working relationships and internal and external networks</li> <li>• Shares information and knowledge</li> <li>• Tailors approach and communication style to suit the situation and audience</li> </ul>
<b>Promotes Personal Drive and Professionalism</b>	<ul style="list-style-type: none"> <li>• Demonstrates and promotes professionalism and confidentiality when dealing with sensitive issues</li> <li>• Willing to put own views forward and challenges opposing views in a respectful manner</li> <li>• Identifies and considers risk in decision making</li> <li>• Remains positive and recovers quickly from setbacks</li> <li>• Seeks feedback on performance and engages in self reflection</li> </ul>

Acknowledged by occupant

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(Signature)

Acknowledged by line manager

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