

Position Description

Manager Investigations Unit

Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child’s potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

Our values

We are part of the South Australian public sector and share the values of:

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| SERVICE | PROFESSIONALISM | TRUST | RESPECT | COLLABORATION & ENGAGEMENT | HONESTY & INTEGRITY | COURAGE & TENACITY | SUSTAINABILITY |
| We proudly service the community and the South Australian Government. | We strive for excellence. | We have the confidence in the ability of others. | We value every individual. | We create solutions together. | We act truthfully, consistently, and fairly. | We never give up. | We work to get the best results for current and future generations of South Australians. |

About this role

The Manager, Investigations Unit operates within the Incident Management Directorate (IMD) leadership team under broad policy direction, exercising substantial autonomy and delegated authority for the department’s investigation’s function relating to allegations of serious employee misconduct and/or criminal matters.

The manager has oversight of a highly specialised statewide team of investigators responsible for the assessment and investigation of serious misconduct across metropolitan and regional sites within the department. The role is accountable for operational leadership and management of highly sensitive, complex, and high-profile investigations, ensuring outcomes are consistent with legal and policy requirements and withstand internal and external scrutiny.

As a recognised subject matter expert, the Manager provides expert advice on highly sensitive investigations and critical incidents that deliver outcomes of critical strategic importance to the department which directly influence policy, planning and decision making.

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| Position title | Manager Investigations Unit |
| Classification | SM1 |
| Division | Strategy and Corporate Services |
| Directorate | Incident Management |
| Location | 31 Flinders Street, Adelaide, with flexible working arrangements available |
| Reports to | Director, IMD |
| Direct reports | 1x ASO8 Principal Investigator 7x ASO7 Senior Investigators |
| Role description date | April 2026 |



What you will do (key outcomes)

1. Provide strategic leadership and management of a highly specialised statewide investigation unit, responsible for complex, high-profile investigations impacting departmental integrity, compliance, and policy outcomes across metropolitan and regional sites.
2. Develop, implement, and review operational policy and procedures for the Investigations Unit, ensuring robust alignment with legislative frameworks (referring to the *Public Sector Act, Education and Children's Services Act and Office of the Commissioner for Public Sector Employment (OCPSE)* legal standards, and contemporary best practice across diverse settings.
3. Lead and coordinate all investigations into allegations of serious employee misconduct, exercising significant independent judgement and delegated authority in planning, risk assessment, resource allocation, and oversight of investigative operations. Ensuring effective, timely quality investigations which uphold the principles of natural justice and procedural fairness.
4. Provide expert advice in meetings of a highly sensitive and critical nature to determine the course of an investigation and mitigate risk, whilst ensuring all paramount considerations and legal standards are thoroughly addressed and embedded in the decision-making processes.
5. Deliver specialist presentations on interagency child abuse protection courses, contributing expert knowledge to sector capability-building and best practice.
6. Collaborate and coordinate with senior representatives from key external agencies including SAPOL, ICAC, TRB and relevant departments to ensure an integrated and effective investigations response to ensure the department complies with legislative requirements and mandatory reporting obligations.
7. Provide unbiased, evidence-based, timely advice and recommendations to departmental Executives, including the Director IMD, Chief Operating Officer, Chief Executive and Minister.
8. Develop and execute strategic, business, and performance plans for the Unit, driving innovation, excellence, and continuous improvement in service delivery.
9. Lead, mentor, and develop a multidisciplinary team, promoting a strong culture of professionalism, integrity, accountability, and ethical conduct within the Investigation Unit.
10. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Leadership and Team Development:** Determines operational priorities, strategies and resource allocations. Demonstrated expertise in leading and managing an investigation team to achieve performance outcomes in a specialised and politically sensitive environment.
- **Investigation Experience:** Proven capability in leading and coordinating investigations relating to allegations of serious misconduct and/or criminal matters including child abuse, sexual offences, financial crimes including fraudulent activity, to ensure the outcomes comply with legislation and can withstand significant external scrutiny.
- **Communication and Influence:** Highly developed oral and written communication skills, including negotiation, conflict resolution, and advisory abilities across all staff and stakeholders. Skilled at developing and leveraging influential networks and professional relationships.
- **Initiative and sound Judgement:** Ability to apply original thinking, creativity, and strategic insight in recommending and implementing practical solutions to complex and sensitive challenges in a dynamic environment. Demonstrated competence and experience in exercising independent judgement on delegated authority, and confidentiality on high-impact matters.
- **Executive Reporting:** Responsible for setting objectives, developing policies, and oversight of the investigations unit. The application of extensive experience and understanding of policies and procedures, evidence based contemporary techniques, and interpreting legislative, policy, and disciplinary frameworks.
- **Specialist Investigation Knowledge:** As a recognised expert applies specialist professional investigation knowledge, methodologies and solutions to ensure investigative best practice and legislative compliance. in relation to the investigation of employee misconduct to department executives and external agencies.
- **Risk Management Analysis:** Proven experience in critically evaluating and analysing unit performance against strategic plans and corporate goals, to continually improve unit function and minimise risk to the agency and impact on government.

| Who you will work with (key relationships) | Qualifications |
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| <p>Reports to: Director, Incident Management</p> <p>Internal works with:</p> <ul style="list-style-type: none"> • Assistant Director, Incident Management • Manager, Misconduct & Disciplinary Advice Unit • Manager, Critical Incidents • Principal Investigator • Senior Investigators • Disciplinary Review and Adjudication Officers • Intake and Assessment Officers • Corporate Management • Performance Support Team • Injury Management Unit • Schools, preschools and children’s centres • Department employees <p>External:</p> <ul style="list-style-type: none"> • South Australia Police (SAPOL) • Independent Commission Against Corruption (ICAC) • State Ombudsman • Office for Public Integrity (OPI) • Teachers’ Registration Board (TRB) • Department for Human Services: Screening Unit (DHS) • Education Standards Board (ESB) • Office of the Commissioner for Public Sector Employment (OCPSE) • Other Government agency investigation areas • Employee legal representatives | <p>Essential:</p> <ul style="list-style-type: none"> • Completed a Detective training course or equivalent • Certificate IV in Government (Investigation) or equivalent. • Law enforcement or other relevant investigative background <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in misconduct investigations • Experience in criminal investigations including <ul style="list-style-type: none"> ○ Child protection ○ Sexual ○ Financial ○ Deception/Fraud |

| | | Special conditions | |
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| <p>Keep accurate and complete records</p> <p>Act appropriately in line with the Public Sector Code of Ethics at all times</p> <p>Support diversity and promote an inclusive workplace for everyone</p> <p>Maintain a commitment to Work Health and Safety legislative requirements</p> | | <p>You may be asked to work out of hours</p> <p>You may need to travel within or outside South Australia</p> <p>You need to achieve mutually agreed performance goals</p> <p>You must have a current Working with Children Check</p> <p>You must complete the Responding to Risks of Harm, Abuse and Neglect – Education and Care training</p> <p>You must be an Australian resident or provide evidence you have a current work permit</p> | |
| <p>Assessed by: Tegan Palamaris, People & Culture Advisor</p> |  | <p>Approved by: Andrew Wells, Director, Incident Management Directorate (IMD)</p> |  |
| <p>Date: April, 2026</p> | | <p>Date: April, 2026</p> | |