

## ROLE DESCRIPTION

1. POSITION DETAILS	
<b>Position Title:</b>	Principal Investigator (Team Lead)
<b>Branch/Unit:</b>	Investigations Unit
<b>Reports To:</b>	Manager, Investigations
<b>Classification Level:</b>	ASO8
<b>Date Approved:</b>	May 2026
<b>Review Date:</b>	May 2029
2. POSITION CONTEXT	
<b>Organisational Overview</b>	<p>The Teachers Registration Board (the TRB) is established under the <i>Teachers Registration and Standards Act 2004</i> (the Act) and the <i>Teachers Registration and Standards Regulations 2021</i> (the Regulations) to regulate the teaching profession. The object of the Act is, in the public interest, to maintain a teacher registration system and professional standards for teachers to ensure its members are competent, fit and proper to have the care of children.</p> <p>The TRB is an independent statutory authority, with a dynamic, integrated operating environment of approximately 40 staff, with flexible leadership and a practical focus on day-to-day implementation, where advancing teacher suitability requires both a cross-agency and team approach.</p> <p>The TRB employs its own staff and is a public sector agency under the <i>Public Sector Act 2009</i>. The <i>South Australian Public Sector Salaried Employees Interim Award</i> and the <i>South Australian Public Sector Enterprise Agreement: Salaried 2026</i> governs the employment conditions of employees of the Board.</p> <p>The TRB has entered into an Administrative Agreement with the Commissioner for Public Sector Employment (the Commissioner) and complies with the Commissioner's Determinations, Guidelines and the <i>Code of Ethics for the South Australian Public Sector</i>. The TRB adheres to Work Health and Safety requirements, equal opportunity principles and public sector principles. The TRB are committed to creating a diverse workgroup.</p> <p>The TRB will uphold public sector values through its decisions, actions and interactions. In addition, we are committed to our values:</p> <ul style="list-style-type: none"> <li>○ Respect: We embrace diversity and treat everyone with dignity.</li> <li>○ Integrity: We act honestly, fairly and ethically in all our dealings.</li> <li>○ Professionalism: We lead by example and demonstrate best practice.</li> <li>○ Accountability: We act lawfully, transparently and responsibly.</li> </ul> <p>The TRB makes decisions that comply with legislation, are ethical and are consistent with approved policy and procedure. The TRB is a self-funded statutory authority where financial planning, management and accountability of Teacher registration fees enables delivery of a broad range of agency functions.</p> <p>In undertaking its functions, the TRB has the welfare and best interests of children as its paramount consideration.</p>

3. ROLE AND RELATIONSHIPS	
Role Summary	<ul style="list-style-type: none"> <li>• The Principal Investigator (Team Lead) is accountable to the Manager, Investigations for:</li> <li>• Overseeing daily file allocation, monitoring workload distribution, and supporting the effective operation of the Investigations Unit.</li> <li>• Providing leadership to Investigators through peer review, coaching, and technical guidance, particularly in relation to case strategy, letter drafting, and report preparation.</li> <li>• Ensuring highly effective and accountable service provision in the management of complex and/or critical investigations and associated proceedings.</li> <li>• Assist the Manager with higher-level strategic priorities, such as policy development, workforce planning, national collaboration, and operational planning, as needed.</li> <li>• Contributing expert advice to the Registrar and the Board to facilitate compliance with legislative requirements and empower TRB decision-making processes.</li> </ul>
Reporting/Working Relationships	<ul style="list-style-type: none"> <li>• Reports to the Manager, Investigations, and liaises with the Registrar and contributes as a key member of the Investigations Unit.</li> <li>• Provides leadership, guidance, and support to Investigators on a day-to-day basis.</li> <li>• Liaises with the Registrar, Crown Solicitor's Office, South Australia Police, Office of the Director of Public Prosecutions, Ombudsman, legal practitioners, government and non-government agencies, teachers, employers, unions, and members of the public.</li> </ul>
Line Management Responsibility	<ul style="list-style-type: none"> <li>• Team lead responsibilities, including coordination of workload, peer review, and case support.</li> </ul>
Special Conditions	<ul style="list-style-type: none"> <li>• Out of hours work may be required.</li> <li>• Some intrastate and interstate travel may be required.</li> <li>• Successful applicant will be required to complete a Working with Children Check (WWCC), and a Nationally Coordinated Criminal History Check (NCCHC), the results of which the TRB finds satisfactory prior to being employed. The TRB will seek a renewed WWCC and NCCHC every five years.</li> <li>• Participate in regular annual performance review and development.</li> <li>• Actively participate in all mandatory training requirements.</li> <li>• Conflicts of interest must be raised at the earliest opportunity.</li> <li>• Compliance with Government legislation, <i>Code of Ethics for the South Australian Public Sector</i>, <i>State Records Act 1997</i>, WHS and injury management, and the access/equity/diversity strategies of the public sector.</li> </ul>
4. PRIMARY OUTCOMES AND ACCOUNTABILITIES	
KEY RESPONSIBILITIES	RELATED TASKS
Team leadership and workflow management	<ul style="list-style-type: none"> <li>• Oversee daily allocation of files and monitor workload across the team.</li> <li>• Provide oversight and peer review of correspondence, summary reports, and case recommendations prepared by Investigators, ensuring accuracy, consistency, quality, and compliance with TRB policies and legislative requirements.</li> <li>• Support Investigators in developing case strategies and resolving procedural or evidentiary challenges.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Foster a culture of collaboration, knowledge-sharing, and continuous professional development within the team.</li> </ul>
<p><b>Investigations case management</b></p>	<ul style="list-style-type: none"> <li>• Establish and promote uniformity of TRB investigations through the analysis of national systems, practices and trends, and assess applicability to TRB processes.</li> <li>• Implement strategic controls that provide for appropriate evidence-based decision making and adherence to legislative provisions.</li> <li>• Undertake and/or oversee the more difficult and complex investigations and complaints as necessary, ensuring appropriate allocation across the team.</li> <li>• Plan strategy and conduct investigations into complaints and breaches of regulations/standards and/or other highly sensitive and confidential matters, preparing cases for administrative or disciplinary inquiries.</li> <li>• Identify and gather oral and material evidence in accordance with evidentiary practice and legislative requirements, including obtaining expert evidence from specialist witnesses where applicable.</li> <li>• Assess instructions and information supplied in matters and use legislative powers as appropriate.</li> <li>• Prepare a comprehensive range of correspondence, briefings, and reports for the Registrar, TRB, Crown Solicitor’s Office, and other authorities.</li> <li>• Initiate and maintain close liaison with the Crown Solicitor’s Office to seek advice and ensure the timely application of legal proceedings relating to investigations.</li> <li>• Ensure investigations are conducted having regard to natural justice and procedural fairness, assessing information with reference to the legislative provisions of the Act and Board policies, procedures, and guidelines.</li> <li>• Maintain records in line with investigative practice, legislation, government and departmental records management policies, and contemporary administrative practices.</li> </ul>
<p><b>Investigative and evidentiary leadership and expertise</b></p>	<ul style="list-style-type: none"> <li>• Provide high-level technical advice and support to the Board, the Registrar, and Investigators in relation to investigative practice and techniques.</li> <li>• Lead peer review processes and provide coaching to Investigators on case strategy, drafting of correspondence, evidentiary assessments, and interview techniques.</li> <li>• Identify areas of concern or opportunities and propose strategies to improve information exchange, investigative consistency, and strategic relationships.</li> <li>• Model a high standard of personal integrity and conduct.</li> <li>• Promote and evaluate policy, guidelines, and training in investigative techniques and misconduct disciplinary processes, including the conduct of interviews, the collection of evidence, and the preparation of complex written correspondence.</li> <li>• Develop and maintain cooperative working relationships and provide key stakeholders and clients with comprehensive knowledge of TRB policies, guidelines, and legislation relating to compliance and monitoring of standards.</li> </ul>
<p><b>Screening investigations and processes</b></p>	<ul style="list-style-type: none"> <li>• Provide leadership and oversight in the assessment of national police history checks and enhanced background screening outcomes.</li> <li>• Undertake appropriate analysis and investigation of issues identified in screening processes, including providing recommendations for action.</li> <li>• Provide guidance and peer support to Investigators undertaking screening-related inquiries to ensure accuracy, timeliness, and compliance with audit and confidentiality requirements.</li> <li>• Consult with external agencies to provide informed decisions and advice on complex and high-risk assessment matters that arise out of fitness and propriety screening</li> </ul>

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	processes.
<b>Policy, Systems and Process Development</b>	<ul style="list-style-type: none"> <li>• Contribute to the development, review, and evaluation of TRB policies, standards, and practices relating to investigations, compliance, and monitoring.</li> <li>• Represent the TRB at cross-sector committees and national forums, sharing investigative insights and promoting consistency in regulatory practice</li> <li>• Support the Manager by providing input into workforce planning, national collaboration initiatives, and operational planning for the Investigations Unit.</li> <li>• Monitor, analyse, and report on trends, systemic issues, and guidelines for special investigations, and provide leadership to the team in applying findings to practice.</li> </ul>
<b>Organisational Contribution</b>	<ul style="list-style-type: none"> <li>• Identify opportunities for business improvement and factors that impact on investigative outcomes, and adjust practices as required.</li> <li>• Build effective working relationships, modelling and promoting teamwork, collaboration, and knowledge-sharing within the Investigations Unit.</li> <li>• Identify, evaluate and implement good practice complaint handling for designated issues, people with special needs, and other audiences.</li> <li>• Lead, develop and foster a positive work culture within the Investigations Unit, aligned with TRB values, that promotes customer service, professional learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.</li> <li>• Provide expert, accurate and timely verbal and written recommendations through the Registrar to the Board for endorsement and implementation, including parliamentary briefings, cabinet submissions, annual reporting, and responses to the Registrar and/or the Board.</li> <li>• Ensure a safe and healthy workplace by identifying and acting on potential workplace hazards and implementing procedures to manage and minimise WHS risks for the TRB.</li> <li>• Keep accurate and complete records of core business activities in accordance with agency responsibilities under the State Records Act 1997.</li> <li>• Maintain a commitment to EEO, Diversity, Ethical Conduct, and the legislative requirements of the Public Sector Act 2009 and the Work Health and Safety Act 2012.</li> </ul>
<b>5. ESSENTIAL MINIMUM REQUIREMENTS</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Appropriate qualifications and/or extensive experience in advanced investigation and regulatory compliance techniques and procedures.</li> </ul>
<b>Communication and Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Proven high level ability to communicate effectively, succinctly and accurately both orally and written including the ability to conduct difficult negotiations, resolve conflict and to produce solutions within legislative frameworks across a diverse range of people.</li> <li>• Experience in conducting interviews with victims/witnesses/respondents in a tribunal or criminal justice environment whilst ensuring impartiality, confidentiality, respectful behaviour and procedural fairness.</li> <li>• Demonstrated ability to provide peer leadership, coaching, and constructive feedback to professional staff to support high-quality investigative practice.</li> </ul>
<b>Organisational Skills</b>	<ul style="list-style-type: none"> <li>• Proven ability to self-motivate and initiate lines of enquiry and investigation.</li> <li>• Proven ability to develop and implement operational policy and strategies to support the TRB's goals and initiatives and unit operations.</li> <li>• Demonstrated capacity to coordinate team workflows, manage competing priorities, and support colleagues in meeting deadlines</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrated investigations experience, including across child abuse/protection-</li> </ul>


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	<p>related investigations, and experience in the use of forensic investigation procedures and techniques with the ability to analyse and determine essential elements of investigations.</p> <ul style="list-style-type: none"> <li>• Extensive experience in the preparation and presentation of investigation reports capable of withstanding judicial review and meeting legislative and administrative requirements.</li> <li>• Extensive experience in the evaluation, collection, preparation, and presentation of evidentiary material meeting administrative and legal requirements for presentation within legal proceedings.</li> <li>• A sound knowledge and experience in the interpretation and application of legislation pertaining to the registration of teachers, policies, practices and legislative requirements relating to disciplinary procedures, compliance mechanisms, administrative inquiries and grievances.</li> <li>• Extensive knowledge of the purpose and assessment of international and national criminal history records and the analysis and interpretation of intelligence/evidence.</li> </ul>
<b>Continuous Improvement and Organisational Safety</b>	<ul style="list-style-type: none"> <li>• Seek opportunities to improve organisational processes by contributing to improvement initiatives, fostering good customer service, and participating in professional development opportunities.</li> <li>• A sound understanding of policies and principles relating to equal employment opportunity programs and work health and safety.</li> </ul>

### 6. DESIRABLE CHARACTERISTICS

<b>Attributes/Experience</b>	<ul style="list-style-type: none"> <li>• An understanding of the functions of the TRB as a statutory authority and its regulatory responsibilities.</li> <li>• Experience in undertaking research and policy development.</li> <li>• High level of knowledge of current child protection issues.</li> <li>• Experience in investigations related to allegations of employee misconduct, fraud, or computer crime.</li> <li>• Experience in administrative law.</li> <li>• Demonstrated experience mentoring, coaching, or providing peer leadership to professional staff in an investigative or regulatory environment</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Sexual Offences (including Child Sexual Abuse) investigations qualifications, training and experience.</li> <li>• Financial investigations qualifications or training.</li> </ul>

### 7. DELEGATES APPROVAL

<b>APPROVED BY:</b>	Sue-Ann Charlton	<b>Date:</b> 20/5/2020	<b>Signature:</b> 
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