

Role Description

(Non-Manager)



Our purpose – Helping South Australians Conserve, Sustain and Prosper.

Role Title: Senior Investigator & Compliance Officer

Division: National Parks and Public Lands

Classification Level: ASO6

Branch/Unit: Fire Management and Compliance Branch / Investigations and Compliance Unit

CHRIS Position Number: Various

Reports to (Title): Team Leader, Investigations and Compliance

About the Agency – [Department for Environment and Water](#)

About the Role

A Senior Investigator & Compliance Officer will deliver a professional, high-level investigative service dealing with complex and sensitive matters; produce prosecution briefs capable of withstanding judicial scrutiny and provide operational advice, training and mentoring to compliance field officers. They support DEW's broader Compliance Strategy by assisting in the planning and execution of targeted compliance operations across the state and assist in the delivery of training to DEW and other staff.

Key Role Outcomes

- DEW meets its legislative responsibilities through a highly professional investigative service on breaches of legislation for which DEW is responsible.
- High-standard briefs of evidence are produced that meet the needs & expectations of the judicial system in terms of both quality and timeliness to ensure DEW's reputation as a modern, effective regulator is beyond reproach.
- Complex cases are handled effectively through the application of specialised knowledge and experience.
- Accountability and the capacity to promptly produce reports is maintained by ensuring ongoing input and updating of case information in a Case Management System.
- Compliance operational plans and strategic compliance campaigns are developed and implemented, including assessment of key compliance risks and safety issues, community engagement measures and evaluation and monitoring processes.
- Support, advice, training and mentoring are offered to assist DEW's wider workforce meet its compliance and law enforcement responsibilities.

Essential Criteria (including qualifications)

[Must be addressed by candidates in written application letter (max 3 pages) in addition to CV unless advertisement advises otherwise]

- Has an in-depth knowledge of all relevant aspects of contemporary investigative practice.
- Demonstrated ability to properly interpret and apply legislation, including offence and order provisions.

- Writes fluently, conveying complex information in a way that the reader will easily understand its message.
- Ability to work effectively in a fast-paced environment; self-manage a high workload and meet non-negotiable deadlines with minimal supervision.
- Ability to effectively and safely manage conflict situations.
- Demonstrates willingness to work collaboratively and transfer technical knowledge to others in a mentoring capacity.
- Assimilates and interprets large amounts of complex information from a number of sources and is able to draw out themes and identify gaps.
- A current Class "C" driver's licence and willingness and ability to safely operate a 4wd.

Desirable Criteria

- Experience in a regulatory, policing, and/or law enforcement environment, and comprehensive knowledge of the judicial system.
- Certificate IV in Government (Investigations) or equivalent, or ability and willingness to attain the certificate.
- A first aid certificate.

Key Relationships/Interactions

- Manager, Investigations and Compliance Unit
- All other Investigations & Compliance Unit members
- DEW field compliance staff and their management structures
- Variety of external organisations, including the Crown Solicitors Office, SAPOL, Landscape Boards, and other regulatory bodies.

Special Conditions

- Will be required to participate in emergency preparedness, response and recovery activities required by government agencies.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia.
- Inter and intrastate and remote area travel is required, including travel in light aircraft.
- Occasional overnight absences and work outside of the normal hours of duty may be required.
- Wearing a company uniform during working hours and/or when representing the department may be required.
- Demonstrated ability to work alone and be self-reliant.
- This role has been identified as a:
 Position of trust ☒ Prescribed position ☐ Not applicable ☐
 The following screening check is required:
 - You will be required to provide a valid Nationally Coordinated Criminal History Check prior to being employed, which is required to be renewed every three years before expiry. DEW will cover the cost of renewal.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	• Thinking and Acting Strategically	• Makes strategic judgments and presents options based on implications of analytical thinking. • Flags potential options for dealing with issues and implications.
Achieves Results	• Delivering Effective Outcomes • Assuming Accountability • Making Decisions	• Sets priorities for self and manages workflow in order to achieve outcomes on time. • Deals assertively in overcoming barriers to action. • Takes responsibility for own actions. • Establishes own credibility by demonstrating competence, sound judgement, knowledge and professionalism. • Takes into account information from a range of sources, including factual data and opinions of others. • Evaluates impact and consequences of taking a particular course of action, taking into account stakeholder concerns as well the impact across the Agency. • Ensures decisions taken abide by legislation, regulations and policies.
Drives Business Excellence	• Facilitating Quality and Continuous Improvement	• Seeks out new ways of working. • Recognises problems as opportunities for improvement and facilitates discussion and/or development of processes to address these.
Forges Relationships and Engages Others	• Using Political Savvy • Establishing and Maintaining Networks	• Is highly effective in knowing what to say, when, and to whom and how to communicate messages in a way that will gain support. • Builds collaborative relationships based on an understanding of stakeholder priorities/objectives. • Demonstrates openness by actively listening and sharing information as appropriate.

	Communicating and Managing Conflict	- Appreciates differences in opinion and shows consideration and diplomacy in responding. - Employs mediation skills in managing conflict appropriately with regard to customers and key stakeholders.
Exemplifies Personal Drive and Professionalism	Displaying Flexibility and Resilience	- Engages positively with ambiguous situations and demonstrates flexibility in thinking. - Maintains a positive outlook when under pressure and is composed in the face of setbacks.

Work Health and Safety

Contribute to workplace safety

- Accepts responsibility for own and others safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).
- Actively participate in the Department's Performance Review and Development Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people and act in accordance with the Child Safe Environment Policy and Procedure at all times.

Date Delegate approved	3/11/2015	Original Class method:	Full
original classification:	14/12/2021		Comparison
Updated:	RD Update only	Date:	17/12/2025 & 4/8/2026