Government of South Australia
Department for Correctional Services

MAKING A DIFFERENCE SO SOUTH AUSTRALIA THRIVES

JOB AND PERSON DESCRIPTION

Title of Position : Senior Investigator
Classification : ASO6
Location : Central Office

CORRECTIONAL SERVICES
Position No: P29730, P14408, P14409
Division : Office for Correctional Services Review (OCSR)

Reports To: Director, Integrity & Information Services

JOB AND PERSON SPECIFICATION APPROVAL



6/11/2024
Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Senior Investigator is accountable to the Director, Integrity and Information Services for conducting investigations into serious incidents or matters of concern, both legal and procedural across the full spectrum of the Department's programs including critical incidents such as deaths in custody, escapes, riots as well as employee misconduct and complaints. This includes providing comprehensive and factual assessments and/or reports that can be scrutinised by external review agencies including Criminal and Civil Courts, Independent Commission for Against Corruption (ICAC) and the South Australian Employment Tribunal (SAET).

KEY STAKEHOLDER INTERACTION

The Senior Investigator will:

- Report directly to the Director, Integrity and Information Services;
- Maintain significant interaction with Departmental Executives, Senior Management, Workforce Management and Human Resources, members of the Investigations Review Committee (IRC); and
- Regularly liaise with external agency senior staff including the ICAC, Crown Solicitor's Office and SAPOL.

BRANCH PROFILE

Providing assurance and analytical services to the Executive and key stakeholders, the OCSR supports the agency to drive professional standards and the highest levels of safety and security through prevention, detection, evaluation, education and collaboration.

SPECIAL CONDITIONS

- Section 47 of the Public Sector Act 2009 applies in conjunction with other provisions of the act and other applicable industrial entitlements.
- The incumbent is required to satisfactorily complete a National Criminal History Check;
- A current South Australian Driver's Licence is essential;
- A flexible approach to working hours is required
- Some out of hours work may be required;
- Some interstate and intrastate travel will be required which may necessitate overnight absences.
- The position of Senior Investigator is a designated position pursuant to Policy 65 – Designated Positions.

HIGHLIGHTED EMPLOYMENT CONDITIONS

A requirement to understand, observe, conform and adhere to:

- Legislative requirements that apply to the role. This includes, but is not limited to, the Public Sector Act; Correctional Services Act, Work Health & Safety Act, Return to Work Act, Equal Opportunity Act, Independent Commissioner Against Corruption Act, the State Records Act, and various relevant industrial awards and enterprise agreements. The Public Sector Principles and Practices including the SA Public

Sector Code of Ethics, the Professional Conduct Standards, the Commissioner's Determinations and Guidelines, Information Privacy Principles, Information Sharing Guidelines, DCS Human Resource policies and guidelines and DCS Core Values.

- DCS employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- Work health and safety and injury management requirements as set out in relevant legislation, Public Sector and DCS policies and procedures, including complying with any reasonable instruction associated with these documents.

KEY AREAS OF ACCOUNTABILITY

The Senior Investigator is responsible for:

- Conducting investigations, both legal and procedural**,** across the full spectrum of the Department's programs into major incidents such as deaths in custody, escapes, riots, fraud and unlawful activities by both staff and prisoners, misconduct by staff and any matter of concern to the Chief Executive or Minister;
- Gathering information, including interviewing relevant individuals;
- Collating and analysing data provided to determine the investigational requirements of individual projects;
- Assessing information with regard to compliance with Departmental policies, procedural guidelines and the *Public Sector Act 2009*;
- Identifying areas for follow up action including improved practices and formal disciplinary action;
- Preparing written submissions, reports and recommendations of the high standard required by tribunals, disciplinary hearings and courts by conducting efficient, objective investigations;
- Maintaining knowledge of investigational procedures and support facilities available; and
- Contributing to the evaluation and continual improvement of existing procedures and systems that ensure effective management of all investigations.

QUALIFICATIONS

Essential:
Desirable: Certificate IV in Government (Investigations) or similar.

PERSONAL CRITERIA

Essential Criteria

- Demonstrated high level verbal communication, negotiation and conflict resolution skills across all levels of an organisation.
- Proven ability in the application of natural justice and procedural fairness when conducting investigations, including respect, confidentiality, impartiality and fairness.
- Demonstrated knowledge and experience in investigational procedures and techniques in administrative and criminal arenas, including experience in giving evidence before courts and tribunals.
- Proven experience in preparation of quality and accurate reports instigating disciplinary and/or legal action and meeting evidentiary and judicial standards.
- Knowledge of the Public Sector Act and disciplinary procedures.
- Proven ability to manage and complete a diverse range of tasks, working independently and under limited direction, to meet specific timelines.
- Proven initiative and the ability to work in a team environment.

Desirable Criteria

- General knowledge of personnel management principles under the Public Sector Act, Work Health & Safety Act, and the Equal Opportunity Act.
- General knowledge of DCS organisational structure and the South Australian Justice system.