SOUTH AUSTRALIA POLICE
SAFER COMMUNITIES

Government of South Australia

Position Information Document

ASO6 Investigation Support Officer

ORGANISATIONAL OVERVIEW

South Australia Police (SAPOL) provides a diverse range of services to the community. These services are aimed at producing a safe and peaceful environment by the minimisation of crime and disorder. It is a large complex organisation which, because of the nature of its operations, is constantly subject to public scrutiny and accountability. It provides services to a range of different locations (over 100) spread across the State on a 24 hour a day basis.

SAPOL's vision is to provide 'Safer Communities'. All SAPOL employees are guided by Our Values of Service, Integrity, Courage, Leadership, Collaboration and Respect. SAPOL is an organisation with a proud history and an exciting vision for the future.

POSITION OVERVIEW

The Investigations Support Officer is responsible for providing support to sworn police officers in undertaking investigations in relation to allegations of criminal conduct. The responsibilities include conducting witness interviews, undertaking administrative tasks related to an investigation and assisting with the preparation of comprehensive and factual briefs of evidence, with associated disclosure requirements, under the supervision of a sworn police officer within the Criminal Investigation Branch.

Special Conditions

Work Status	The incumbent must hold a current Australian work eligibility status and will be subject to a criminal history check. The incumbent may be assigned to other duties at this remuneration level or equivalent.
Location	Multiple Criminal Investigation areas in metropolitan Adelaide
Qualifications	N/A.
Out of Hours Work	Some out of hours work may be required.
Travel	Driver's licence and willingness to drive is essential, with some intrastate and interstate travel which may also be required.
Performance Management	The incumbent is required to participate in SAPOL's iEngage program.

Reporting / Working Relationships

The Investigation Support Officer is accountable to the relevant Detective Sergeant and is required to work closely with team members within SAPOL Criminal Investigation Branches and external agencies.

KEY OUTCOMES

- Assessing the legal requirements for complex and often highly sensitive prosecutions and provide support to sworn police officers in undertaking investigation tasks, whilst maintaining compliance with legislative requirements pertaining to allegations of criminal conduct.
- Identifying and gathering information under the supervision and direction of a sworn police officer, including obtaining relevant expert evidence from specialist witnesses where applicable.
- Analysing and reporting on information, and where appropriate seeking further advice, to ensure quality information and advice is available.
- Effectively prepare and present evidence that meets judicial standards to support a successful prosecution or other appropriate action.
- Providing advice in relation to legal requirements for investigations and the preparation of investigation reports, correspondence and briefings.
- Preparing witness statements, whilst adhering to the principles of natural justice and procedural fairness.
- Maintaining records in line with prosecution and investigative practices, legislation, government and SAPOL record management policies and contemporary administrative practices.

- Maintaining liaison with other government agencies as necessary toward the effective and efficient investigation and prosecution into allegations of criminal conduct.
- Contribute to upholding and enhancing the credibility of SAPOL by ensuring effective liaison with other associated agencies.
- Contribute to continuous improvement, by reviewing existing processes/practices and implement continuous improvement measures and streamline business processes.
- Proactively contributing to establishing an inclusive and positive team culture.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Possess sound knowledge and understanding of the legal requirements to support thorough criminal investigations.
- Demonstrated experience in court/tribunal processes as they apply to criminal or regulatory prosecutions.
- Demonstrated ability to work independently, under broad direction, exercise judgement and meet deadlines, often in a context of competing priorities and expectations in the management of investigation case load.
- Demonstrated effective verbal communication skills and ability to liaise with all levels.
- Highly proficient writing skills and ability to provide advice in relation to briefs of evidence / investigation reports.
- Proven ability to develop and maintain effective relationships with internal and external clients and stakeholders.
- Ability to work collaboratively and as a supportive team member / mentor, to create a positive team culture.
- Demonstrates high levels of integrity and honesty.

Desirable Characteristics

- Previous Criminal Investigation experience orBachelor of Laws or related degree.

CORPORATE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012.*

- Actively contribute to SAPOL's commitment to being an inclusive workplace where everyone is safe, respected and supported to reach their potential by demonstrating inclusive behaviour and showing respect for diverse backgrounds, experiences and perspective.
- Demonstrate an understanding and commitment to **WH&S legislation**, principles and practices and risk assessment in accordance with the **WH&S Act (2012)**, regulations, approved codes of practice and AS/NZS ISO 31000:2018 Risk Management – Guidelines.