

Role Description

Senior Investigator, Integrity

Cluster	Premier & Cabinet
Agency	Law Enforcement Conduct Commission
Division/Team	Integrity/Investigations
Grade	Clerk 9/10
ANZSCO Code	224900
PCAT Code	1559192
Date of Approval	April 2021

Agency overview

The Law Enforcement Conduct Commission (LECC) is an independent body exercising royal commission powers to detect, investigate and expose serious misconduct within the NSW Police Force and the NSW Crime Commission. The LECC also independently monitors and reviews the investigation of complaints by the NSW Police Force and the NSW Crime Commission about the conduct of their officers. In doing so the LECC recognises the primary responsibility of those agencies to investigate and prevent officer misconduct and corruption within those agencies, while providing for oversight of those functions.

The LECC works collaboratively with the NSW Police Force and the NSW Crime Commission to educate and promote the prevention and elimination of officer misconduct, particularly through the identification of systemic issues that are likely to be conducive to the occurrence of officer misconduct and corruption. The LECC also undertakes independent, real time monitoring of critical incident investigations undertaken by the NSW Police Force, and can make reports on the conduct of critical incident investigations by the NSW Police Force.

The LECC plays a key role in strengthening the integrity of law enforcement in NSW.

Primary purpose of the role

The **Integrity Division** specifically provides for investigations of allegations of serious police misconduct of officers of the NSW Police Force and misconduct of officers of the NSW Crime Commission and of allegations of maladministration within those agencies.

As a Team Leader, the Senior Investigator Integrity actively conducts, leads and oversees the planning, preparation, development and execution process of integrity investigations and other key tasks relating to the division's functions.

This role also works collaboratively with, and is an integral member of, a multi-disciplinary investigative team responsible for the efficient and effective conduct of the LECC's core investigative business functions.

Key accountabilities

- Investigate and manage complex and sensitive investigations in a multi-disciplined team.
- Plan, coordinate, monitor and execute strategies in operations to achieve investigation objectives.

- Collate a wide range of information, prepare documents and applications for warrants for listening devices, telecommunications interception and controlled operations.
- Develop investigative plan and oversee the implementation of strategies to obtain investigation objectives.
- Provide advice to the Director Integrity Investigations on the status of investigations, and make sound and timely recommendations of actions to be taken in response to assessments of complaints.
- Independently conduct witness and suspect interviews and initiate lines of inquiries, with minimal supervision.
- Supervise and lead the preparation of criminal briefs of evidence for courts and hearing programs.
- As a Team Leader, mentor, provide advice and support to Integrity Investigations team.

Key challenges

- Complete investigations and deliver results in a high-pressure environment, often with tight resource constraints and timeframes.
- Maintain a contemporary knowledge of investigations and intelligence methodologies including in the use of software tools to assist the investigations process.

Key relationships

Who	Why
Internal	
Director Integrity Investigations	<ul style="list-style-type: none"> • Provide expert advice and contribute to strategic decision making • Identify emerging issues/risk, their implications and propose and solutions to manage the risks. • Other work tasks
Other Investigation team members	<ul style="list-style-type: none"> • Supervision of day to day workload • Provide mentoring, advice, support and direction • Share investigation related information
Key stakeholders	<ul style="list-style-type: none"> • Collaborate to share investigation related information • Provide and receive information and support
External	
Other like Agencies (ICAC)	<ul style="list-style-type: none"> • Investigation and research related purposes • Collaborate to share and exchange information
Non-government entities	<ul style="list-style-type: none"> • Investigation and research related purposes • Share and exchange information
Other key stakeholders/general public	<ul style="list-style-type: none"> • Share and exchange information

Role dimensions

Decision making

The Senior Investigator, in consultation with the Director Investigations Integrity, is required to make timely, sound decisions based on knowledge, experience and judgment on matters relating to their day to day investigative functions including the leading and supervision of resources.

Reporting line

This role reports directly to the Director Integrity Investigations.

Direct reports

The role has an Investigator and Investigations Officer as direct reports and tasks the Intelligence Analyst attached to the team.

The Senior Investigator, Integrity is responsible for day to day tasks directly relating to investigations designated to the team.

Budget/Expenditure

As per approved delegated authority.

Essential requirements





- Minimum five years' service in a Police Force other than the NSW Police Force, as described in section 8, *Law Enforcement Conduct Commission Act 2016*, and with a proven record of preparing briefs of evidence and/or bringing evidence based matters before a court of competent jurisdiction.
- Police Detective designation or similar experience and training.
- Be prepared to be certified to possess and use firearms and other prohibited weapons in accordance with the terms and provisions of the LECC's Firearms and Prohibited Weapons policy and guidelines
- Extensive knowledge of processes and practices used in the investigation of reactive and pro-active operations of a complex and difficult nature.
- Demonstrated participation in, or management of, investigative task forces into major crime and understanding of the rules of evidence and court procedure.
- Demonstrated extensive experience in using traditional and contemporary interviewing and other investigative techniques.
- Demonstrated knowledge and practical understanding of law enforcement policy, practice, procedures and culture.
- A probity assessment to establish reliability, trustworthiness, integrity and suitability of employment. In addition, LECC officers are also required to obtain a commonwealth security clearance, with the Senior Investigator, Integrity requiring clearance at a NV1 classification.
- Possession of a current valid Australian driver's license.
- The role requires availability for regular attendance outside of normal working hours and on weekends.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Advanced
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Adept

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> Model the highest standards of ethical behaviour and reinforce them in others Represent the organisation in an honest, ethical and professional way and set an example for others to follow

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Ensure that others have a working understanding of the legislation and policy framework within which they operate • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act on reported breaches of rules, policies and guidelines
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> • Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements • Implement systems and processes that underpin high quality research and analysis
Results Demonstrate Accountability	Adept	<ul style="list-style-type: none"> • Assess work outcomes and identify and share learnings to inform future actions • Ensure that actions of self and others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others • Conduct and report on quality control audits • Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
Business Enablers Technology	Adept	<ul style="list-style-type: none"> • Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Identify opportunities to use a broad range of communications technologies to deliver effective messages • Understand, act on and monitor compliance with information and communications security and use policies • Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Project Management	Adept	<ul style="list-style-type: none">• Support compliance with the records, information and knowledge management requirements of the organisation• Prepare clear project proposals and define scope and goals in measurable terms• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements• Prepare accurate estimates of costs and resources required for more complex projects• Communicate the project strategy and its expected benefits to others• Monitor the completion of project milestones against goals and initiate amendments where necessary• Evaluate progress and identify improvements to inform future projects