

Role Description

Principal Investigator



Planning,
Industry &
Environment

Cluster	Planning, Industry & Environment
Agency	Governance & Legal General Counsel Litigation
Division/Branch/Unit	Environmental Litigation Special Investigations
Location	Sydney Metro
Classification/Grade/Band	Environment Officer Class 12
Role Number	40820
ANZSCO Code	271299
PCAT Code	3119112
Date of Approval	January 2019
Agency Website	www.dpie.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster (DPIE) was formed in 2019. The Cluster drives greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. There is a strong emphasis on regional NSW.

Primary purpose of the role

Manage and lead Specialist Investigators, providing advice and guidance to team members on investigative strategies, processes and protocols, as well as assisting the Chief Investigator to develop systems, training, policies and procedures to support and define the Specialist Investigation Section investigative response.

Key accountabilities

- Provide leadership to effectively manage Specialist Investigators, monitor trends, and develop investigative strategies, strategic plans, systems, policies and procedures consistent with the statutory responsibilities and to address emerging issues.
- Managing Specialist Investigators, ensuring that the Specialist Investigators Section provides effective investigative input and support into the investigation of major offences, including liaison with law enforcement agencies, covert surveillance, gathering evidence, obtaining statements/recorded interviews, and attending Court/providing evidence to defend the Agency's administration of environmental laws and maximise positive outcomes for the Agency.
- Assess evidence obtained by investigators from victims, witnesses or suspects to determine the accuracy and truth and develop strategies to ensure the effective resolution of legal issues.
- Oversee the preparation of reports, briefs of evidence and other documentation including operational orders and recommended plans of action for complex investigations to ensure the Executive, Senior Managers and Legal Officers have sufficient, accurate, and quality information and advice and decision making tools at their disposal.

- Assist Legal Officers and other relevant staff in the interpretation and preparation of material for relevant litigation to ensure policies, programs and legislative requirements are interpreted and implemented consistently.
- Assist the Chief Investigator to develop and deliver investigative education training programs and coach/mentor staff to transfer specialist skills in investigative techniques to promote/achieve environmental compliance through successful civil/criminal law investigation.
- Provide investigative advice/recommendations to key stakeholders on issues that may be of a sensitive/potentially contentious nature to ensure the development/implementation of contemporary/responsive investigative strategies.
- Participate on project teams to assist with the consideration, development and implementation of specific enforcement policies and strategies to achieve defined outcomes and operational and strategic aims.

Key challenges

- Managing contentious or sensitive issues in an environment of confidentiality, judgement and discretion.
- Travelling and working after hours as required to provide emergency responses to incidents of a serious nature.
- Maintaining contemporary knowledge of investigative processes, policies and practice in order to determine their potential impact on the Department.

Key relationships

Who	Why
Internal	
Chief Investigator	<ul style="list-style-type: none"> • Escalate issues, keep informed, consult, advise and receive instructions • Receive guidance and support and exchange information
Specialist Investigation Section	<ul style="list-style-type: none"> • To lead, support, manage and provide guidance and advice on all matters related to the team's responsibilities
Other Managers/Staff, including Director Litigation, DPE	<ul style="list-style-type: none"> • Work collaboratively to contribute to achieving business outcomes • Resolve issues and provide solutions to problems • Maintain cooperative, productive and professional working relationships
External	
Stakeholders, including law enforcement agencies and government agencies	<ul style="list-style-type: none"> • Negotiate and liaise with a variety of stakeholders to enable the timely delivery of business initiatives. • Represent the agency at various forums ensuring that the agency's position is articulated consistently and appropriately. • Exchange information

Role dimensions

Decision making

The role is expected to operate with some level of autonomy, makes day to day decisions relating to work priorities and workload management, for themselves and any staff supervised. The role is accountable for the quality, integrity and accuracy of content of advice provided.

Reporting line

The role reports to the Chief Investigator, Specialist Investigations Section.

Direct reports

Up to 6 direct reports

Budget/Expenditure

TBA

Essential requirements

Demonstrated capacity to lead and manage an investigation team.

Excellent understanding, extensive experience and demonstrated capacity in investigating criminal or regulatory offences including competence in investigation methodology, evidence handling and the interpretation of legislation.

Experience in surveillance and covert operations.

Current Australian drivers licence.






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	Adept
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Advanced
	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	Advanced
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Intermediate

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 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • Monitor ethical practices, standards and systems and reinforce their use • Act on reported breaches of rules, policies and guidelines • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> • Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Results Deliver Results	Advanced	<ul style="list-style-type: none"> • Drive a culture of achievement and acknowledge input of others • Investigate and create opportunities to enhance the achievement of organisational objectives • Make sure others understand that on-time and on-budget results are required and how overall success is defined • Control output of business unit to ensure government outcomes are achieved within budget • Progress organisational priorities and ensure effective acquisition and use of resources • Seek and apply the expertise of key individuals to achieve organisational outcomes
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
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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
People Management Manage and Develop People		<ul style="list-style-type: none"> 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 Support compliance with the records, information and knowledge management requirements of the organisation
	Adept	<ul style="list-style-type: none"> Define and clearly communicate roles and responsibilities to achieve team/unit outcomes Negotiate clear performance standards and monitor progress Develop team/unit plans that take into account team capability, strengths and opportunities for development Provide regular constructive feedback to build on strengths and achieve results Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way Monitor and report on performance of team in line with established performance development frameworks