

Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Senior Investigator

Charities Services, Service Delivery and Operations

In Charities Services we promote trust and confidence in charities, encourage good governance, support charities' efficiency and effectiveness and require charities to comply with their obligations under the law. We register and monitor charities and build sector capability to comply with the law by providing guidance material, online and print resources.

The purpose of the Senior Investigator role is to:

- Lead more complex and the highest profile investigations
 - Provide technical expertise in the conduct of specialist, serious or complex investigations
 - Provide coaching and mentoring to investigators, and share knowledge and expertise, and provide quality assurance for investigations reports
 - Represent Charities Services in engagements with key sector stakeholders
- **Reporting to:** Investigations Manager
 - **Location:** Wellington
 - **Salary range:** Regulatory H

What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence



Te Tari Taiwhenua
Internal Affairs

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand’s past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p>Lead high profile complex investigations</p> <ul style="list-style-type: none"> • Provide technical leadership on specialist, complex or serious investigations • Manage an investigation caseload and prioritise cases within prescribed time frames • Ensure investigation caseload files are supported from an evidential, legal and policy context • Apply best practice investigation methodologies and techniques • Investigate suspected breaches of the Charities Act thoroughly and maintain detailed records of investigations and their outcomes • Conduct all required interviews to a high standard using the accepted PEACE interview model appropriate to the given circumstances • Write detailed reports for senior managers and the Charities Registration Board (with support from Legal Services and Senior Analysts) with appropriate recommendations • Provide technical input and oversight into the writing of detailed investigation reports drafted by other investigators • Keep up to date with requirements of the Charities Act, relevant case law and applicable legislation such as Crimes Act, Evidence Act, Privacy and Official Information Acts and any other enactments as required 	<ul style="list-style-type: none"> • The correct application of the law to well-planned, detailed and thorough investigations • Logical, reasonable and proportional conclusions to complex and difficult problems • Detailed and professional interviews conducted in accordance with law and best practice • Detailed high quality investigation reports containing appropriate recommendations
<p>Coach, advise and support more junior staff</p> <ul style="list-style-type: none"> • Provide technical advice, training and coaching on investigation best practice and procedures to other investigators • Assure the quality of service delivery by other investigators to a high standard of care and 	<ul style="list-style-type: none"> • High quality and specialist technical expertise and operational leadership applied to the work of investigators and assistant investigator

What you will do to contribute	As a result we will see
<p>professional skill, and to relevant quality standards</p> <ul style="list-style-type: none"> • Undertake quality assurance and peer reviews of other team members investigation work, where appropriate • Assist the Investigations Manager to identify skill gaps and training opportunities to build capability within the Investigations team 	<ul style="list-style-type: none"> • Constructive feedback is given to others and approach adapted so that it is appropriate to their level of experience and learning style • Senior Investigator’s knowledge and experience gained is shared freely • Investigators feel supported and able to approach a Senior Investigator for technical advice and support • Investigators receive appropriate on the job coaching, mentoring and guidance to help grow and develop professionally
<p>Risk and intelligence management</p> <ul style="list-style-type: none"> • Operating the Tactical Risk Register for Charities Services • Alert Investigations Manager and Manger Regulatory to risks/ issues identified in the course of an investigation and develop and implement effective risk mitigation strategies and achieve successful outcomes • Understand the commitment the Department has made to be a responsive regulator and actively manage risks around reputation and integrity • Work with the Intelligence & Data Analyst to: <ul style="list-style-type: none"> ○ ensure appropriate collection of intelligence-related information and identify emergent areas of risk ○ generate intelligence profiles and watch-list profiles for targeting purposes 	<ul style="list-style-type: none"> • Escalate investigation risks and issues to senior managers where relevant and appropriate • Regular contribution to senior managers and team members on risk process improvements • Systems are in place to support effective risk and intelligence identification/ gathering and reporting
<p>Prosecutions</p> <ul style="list-style-type: none"> • Prepare and manage Charities prosecutions, in consultation with the relevant Crown Solicitor as required • Prepare prosecution cases to a high level, and manage prosecutions in a legal and professional manner, observing rules of natural justice as required • Ensure no adverse comment is received from the judiciary on the quality, preparation and thoroughness of the case presented 	<ul style="list-style-type: none"> • Prosecution case files which exemplify the standards of the Investigation team • Provide evidence leading to desired outcomes that reflect favourably on the Investigation team, the branch and the Department

What you will do to contribute	As a result we will see
<p>Relationship management</p> <ul style="list-style-type: none"> Establish and maintain working relationships with external enforcement agencies (both national and international) and key government agencies to gather information and intelligence relating to Charities Services interests Collaborate with internal and external investigators and stakeholders to achieve investigative outcomes Deal appropriately with people of different cultures and effectively elicit required information Participate in multi-agency operational activity to address wrongdoing by charities 	<ul style="list-style-type: none"> Investigation information is shared with internal and external regulatory teams or agencies Close working relationships with both internal and external stakeholders Consideration given to differing cultures and ethnicities and demonstrated sensitivity to specific cultural needs Detailed investigative information obtained through effective and professional communication
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Investigations Manager, Manager Regulatory and GM	✓	✓		✓		✓
	Investigations and Registration teams and all Charities Services staff	✓	✓	✓	✓	✓	✓
	Charities Services managers and team leaders	✓			✓		✓
	Charities Services Senior Analysts, Principal Advisor and Advisor	✓	✓	✓	✓		✓
	Other staff in the branch and Department	✓	✓	✓	✓		✓
External	Charitable organisations, their representatives and professional advisors	✓	✓	✓	✓		✓
	Other Government agencies, e.g. Inland Revenue, New Zealand Police, Serious Fraud Office	✓	✓	✓	✓		
	Combined law enforcement agencies	✓		✓	✓		✓
	Overseas jurisdictions - Australian Charities and Not for Profit Commission, UK Charity Commission, Canada Revenue Service	✓	✓		✓		

Your delegations	
Human Resources and financial delegations	Nil
Direct reports	0
Statutory Powers	Charities Act 2005 in accordance with the departmental delegations policy and delegations schedule

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>Experience</p> <ul style="list-style-type: none"> • 5-7 years experience conducting complex investigations • Preparation of prosecution case files and experience in providing evidence in court proceedings • Technical training and on the job coaching <p>Knowledge</p> <ul style="list-style-type: none"> • A sound knowledge of the law as it relates to charities, legal process, investigation, prosecution and information management • An understanding of financial accounting and risk and intelligence practices • Understanding of the political process and the role and place of public service agencies and a commitment to the overall goals and objectives of the New Zealand public services <p>Skills</p> <ul style="list-style-type: none"> • Exemplary investigative and analytical skills • Proven ability to establish, build and maintain close working relationships with stakeholders • Manage and communicate complex and sensitive information • High level interview skills • Demonstrated ability to interpret, understand and apply legislation and technical information • Advanced skills to develop and deliver clear and coherent reports <p>Education</p> <ul style="list-style-type: none"> • A relevant tertiary qualification or equivalent experience in legal or criminal investigations <p>Other requirements</p> <ul style="list-style-type: none"> • Appropriate security clearance