



Job description

Haere mai

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

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 Investigator role is to:

- undertake investigations and complete projects that are often financially or legally complex, lengthy, and under public or media scrutiny, to achieve compliance outcomes for Charities Services
- work with other agencies that have an interest or responsibility in the charitable sector
- promote compliance with the Charities Act, through education and assistance for charities or the application of sanctions authorised by the Act
 - **Reporting to:** Investigations Manager
 - **Location:** Wellington
 - **Salary range:** Regulatory G

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 investigations</p> <ul style="list-style-type: none"> • Manage and conduct investigations of: <ul style="list-style-type: none"> ◦ charitable entities that do not meet the requirements for registration ◦ charitable entities or people suspected of breaching the Charities Act or engaging in serious wrongdoing relating to the charitable entity • Exercise the statutory powers of examination and inquiry during investigations • Proactively monitor charitable entities to ensure they continue to qualify with the requirements of the Charities Act, and ensure information on the register relating to the entity is accurate • Work collaboratively with all Charities Services teams on compliance projects • Prepare and manage prosecution cases • Analyse and disseminate information for use in proactively targeting areas of greatest risk and benefit • Keep up to date with requirements of the Charities Act, relevant case law and applicable legislation such as the Crimes Act, Evidence Act, Privacy and Official Information Acts and other enactments as required • Develop an understanding of, and practically apply, financial accounting methods and analysis • Seek legal guidance from the Department’s Legal Services where the nature of the matter requires such a course of action • Communicate with Department managers and staff, funding organisations, government regulatory bodies, complainants and other key stakeholders at all stages of an investigation or project • Assist in responses to requests made under the Official Information Act and the Privacy Act 	<ul style="list-style-type: none"> • Investigations are robust, ethical and thorough • Findings are sound and supported by justifiable evidence • Outcomes and recommendations are appropriate and risks have been considered • Investigations operate in accordance with all Departmental standards and processes • Prosecutions are managed in a legal and professional manner, observing rules of natural justice • No adverse comments are received from the judiciary on the quality, preparation and thoroughness of the cases presented

What you will do to contribute	As a result we will see
<p>Relationship management</p> <ul style="list-style-type: none"> Build and maintain effective working relationships with other law enforcement and regulatory agencies (NZ and overseas) who have an interest in the charitable sector Share information and undertake joint investigations and projects with Inland Revenue and other domestic and international government agencies Maintain relationships with Inland Revenue's intelligence and investigation units 	<ul style="list-style-type: none"> Effective working relationships and interactions with key stakeholders Charities Services is seen as a trusted and respected agency
<p>Reporting and documentation</p> <ul style="list-style-type: none"> Prepare reports and analysis for the independent Charities Registration Board to recommend the removal of charitable entities or persons from the register, with senior analysts Document investigative activities, legal analyses, results, conclusions, and recommendations Prepare documents for sanctions or prosecution action under the Charities Act Prepare statutory notices under the Charities Act 	<ul style="list-style-type: none"> Documentation that is written to a high standard with sound and clear messaging and findings Factual and legislatively complying recommendations
<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 eg Legal Services, Business Assurance, Regulatory Services, Pou Arahi	✓	✓	✓	✓		✓
	Charitable organisations or their representatives	✓	✓	✓	✓		✓
	Persons making complaints to Charities	✓	✓	✓	✓		✓
	Other government regulatory agencies (NZ and overseas)	✓	✓	✓	✓		✓
	Community and government funding agencies	✓	✓	✓	✓		✓

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"> • Experience in a compliance role, dealing with complaints, conducting investigations and monitoring reviews relating to the operation of entities, wrongdoing by persons or breaches of legislation • Experience producing quality work relating to investigations and reviews and follow-up activities including education, advice, legal analysis, sanction and prosecution • Experience in planning, conducting and reporting on reviews and investigations • Proven experience in building and maintaining effective relationships <p>Knowledge</p> <ul style="list-style-type: none"> • An understanding of monitoring review and investigation purposes, practice and process • An understanding of financial reporting requirements and charitable tax law <p>Skills</p> <ul style="list-style-type: none"> • High level of verbal and written communication including in-depth interviewing • Ability to document legal analysis • Ability to read and interpret the financial reports of entities • Proficiency in interpreting legislation and case law and making sound judgements • Work quickly and under pressure and provide detailed information when required • Flexible and adaptable approach to work • Ability to identify issues and recommend solutions quickly and accurately <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 • This role may require travel within New Zealand and periods working away from Wellington