

LEGAL PRACTICE BOARD OF WESTERN AUSTRALIA

INVESTIGATOR, POSITION NUMBER IR004A

Position Description

Position Title: Investigator

Classification Level: Level 5

Position Number: IR004A

Reports to: Manager Investigations (Legal)

Directorate: Investigations and Review

Supervises: Nil FTE'S

Branch/Section: Investigations

Location: PERTH

Role summary

The Investigator undertakes investigations of complex matters including dispute resolution in relation to the legislation administered by the Board. The Investigator also provides high level advice to senior management.

Responsible for

Investigations

Operating in a matrix arrangement, conduct assigned investigations into more complex complaints and other matters in relation to the legislation administered by the Board.

Assist in handling prosecutorial and litigation matters taken in relation to investigations.

Manage or prepare, or both, documentation, reports and recommendations, and applications.

Conduct analysis and evidence review to consider options and formulate recommendations.

In consultation with the Manager Investigations (Legal), escalate matters or complaints where investigations indicate issues identified requiring escalation.

Provide advice to the Investigations Team, management and broader Board staff on legal and regulatory matters.

Liaise with legal counsel and instruct on matters as required.

Negotiate and resolve matters, utilising alternative dispute resolution techniques, to an outcome.

Liaise, interview and manage relationships with parties to the matter including lawyers and members of the public to achieve an outcome.

Work collaboratively with other investigators and Board teams on matters to share information and ensure effective integration of matters.

Assist the Board and all of its committees and teams in the performance of their functions.

Monitor, track and report on assigned matters to facilitate an outcome and meet quality and performance targets.

Contribute to the development and ongoing improvement of policy, processes, procedures and systems relating to investigations and regulation.

Update and maintain systems and records, and gather and review data to identify trends and improvements.

Perform other duties as required.

Work related requirements

To be read in the context of the preceding sections of this document.

Essential

- Considerable experience and a record of achievement in the conduct and management of investigations in a relevant environment such as litigation, accounting, regulations.
 - Demonstrated strong understanding of the operations of legal practice, and experience in understanding, interpreting and applying legislation and professional practice standards and policies in Western Australia.
 - Highly developed written and verbal communication and negotiation skills including strong relationship management skills with proven ability to work collaboratively, manage conflict situations effectively, and prepare clear and logical documentation.
 - Highly developed problem solving and analytical skills to identify and address issues, develop responses and produce recommendations.
 - Good organisational and self-management skills with proven ability manage project-based assignments to meet timeframes and work flexibly in a pressured environment.
 - Demonstrated resilience and a strong commitment to providing service excellence.
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Our Values

Our values underpin everything we do, they guide the way we conduct our work, how we engage with each other and deliver services to our customers. The ability to demonstrate how you will apply our values is important to us.



Special Equipment/Requirements

Appointment subject to satisfactory National Police History Check and 100 point identification check.

Position Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

SIGNATURE

EXECUTIVE DIRECTOR

31 January 2022

DATE
