

Role Description

Title	Investigation Officer
Manager Title	Team Lead, Investigation
Directorate/Group	Regulatory Authorisations, Biodiversity, Heritage and Visitors
Band	E
Security Clearance Level	Confidential
Date	August 2024
Approved By	Director, Regulatory Authorisations

Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa

I āianeī, ā, hei ngā rā ki tua hoki, he kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

About DOC

The Department of Conservation Te Papa Atawhai (DOC) serves to protect and restore nature spaces and species across Aotearoa.

At the heart of our success is our strong DOC culture, built on clear values. Our integrity grounds us, our connections take us further together, we empower ourselves and others to do the best work, so we achieve more for nature and New Zealand.

Role Purpose

This role is responsible for investigating breaches of DOC-administered legislation.

General

Employees are required to respond to DOC's changing needs, performing other tasks as reasonably required.

DOC may make reasonable changes to the role in consultation with the role holder.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by the Code of Conduct.

Key Working Relationships

Internal	External
Peers and colleagues Team Leaders and Principal Compliance Officers Warranted Officers District Operations Managers and staff Regional Operations Directors National Compliance Manager Legal Services staff Statutory Managers	Regional and district Police Fisheries Compliance teams Combined Law Agency Group (CLAG) Members of the public

Key Accountabilities

Accountability	Including
Investigations	Quality assure infringement fine and warning decisions made by warranted officers Provide coaching on the preparation of investigation files to support prosecutions Lead complex investigations into breaches of relevant legislation administered by DOC Assess the need to investigate reported compliance incidents, and negotiate to whom the file will be assigned Arrange and carry out search warrants alongside Warranted Officers, with local Police assistance Interview offenders, gather evidence and prepare investigation reports for National Compliance Manager sign-out to prosecute Build strong relationships with Regional Police, Fisheries officers and district staff to help facilitate the investigation process Give evidence as part of Court processes
Implementation	Implement plans for national compliance campaigns and operations within designated geographic area Coach, support and lead active warranted officers (in investigations practice) to successfully perform their compliance and law enforcement duties
Advice and service	Responding promptly and competently to requests for information, advice, or the provision of services Gathering feedback from customers and other stakeholders and seeing opportunities for improvement Understanding customer needs to anticipate and meet requirements

Accountability	Including
	Maintaining own knowledge and awareness of current or emerging trends, technologies, or developments to ensure you remain informed and up to date
Collaboration and relationship management	Working collaboratively with teams across DOC and contributing effectively to cross-functional teams Building and maintaining effective relationships with key individuals and groups from relevant sectors and organisations Representing DOC and coordinating cross-agency initiatives within area of responsibility
Work management and delivery	Delivering on tasks as set out in work plans, performance expectations, and task assignments Identifying critical issues and risks and ensure they are constructively raised and addressed Managing knowledge and information to ensure it is secure, current, and appropriate access protocols are applied Taking all practical steps to ensure your own safety and the safety of others

Capabilities

Capabilities Required	
Specialist skills, knowledge and qualifications	Law enforcement background; or compliance experience in a regulatory agency with extensive in-field experience Well-developed investigation skills, including interviewing, taking statements and evidence gathering Confidently able to work with legislative frameworks, law enforcement agencies, and lawyers A skilled coach and mentor of others, motivated to build capability Excellent prioritisation skills; able to synthesise information, triage and confidently recommend appropriate action Strong communication skills, with demonstrated ability to engage professionally with others High level of attention to detail Ability to gain and maintain a Confidential Security Clearance Able and willing to travel frequently within New Zealand Current full driving licence required
Collaboration, relationship building, communication and interpersonal skills	Interacts productively with a wide range of people Seeks and considers other perspectives Works effectively to solve problems, gains trust easily and supports peers

Capabilities Required	
	Demonstrates and fosters collaboration across teams
Organisation contribution	Provides considered feedback and input to decision making Identifies and suggests opportunities to do things differently Proactively seeks to understand organisational and wider context of role
Delivering results	Plans and organises work to deliver on objectives High personal and professional standards and accuracy
Treaty Partnership	Understands where the Māori Crown relationship is important to DOC Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha Knows to seek advice or support when required
Collaboration, relationship building, communication and interpersonal skills	Interacts productively with a wide range of people Seeks and considers other perspectives Works effectively to solve problems, gains trust easily and supports peers Demonstrates and fosters collaboration across teams
Organisation contribution	Provides considered feedback and input to decision making Identifies and suggests opportunities to do things differently Proactively seeks to understand organisational and wider context of role

You are required to comply with the standard operating requirements of DOC, i.e., you must comply with the financial, health and safety, legal, people and other delegations set out in Standard Operating Procedures, policies, and instructions (refer to the Intranet for further information).