

Role Description

Job Title: Investigator	Branch: Investigations and Incident Management
Classification: ASO5	Directorate/Group: Compliance, Circular Economy and Investigations
Position Number: Various	Reports to: Principal Investigator

Number of Direct Reports: Nil

Our Organisation

The Environment Protection Authority (EPA) is South Australia's independent environment protection regulator. Our purpose is to protect people and the environment from harm and support sustainable development for our current and future generations.

We protect, restore and improve the environment through the risk-based regulation of pollution, waste, noise and radiation. We work closely with industry, the community and government to protect our unique natural environment while supporting economic growth and improving wellbeing.

The EPA is responsible for the administration of the *Environment Protection Act 1993* (EP Act), *Radiation Protection and Control Act 2021* (RPC Act), *Local Nuisance and Litter Control Act 2016* (LNLC Act), *Plastic Shopping Bags (Waste Avoidance) Act 2008* and *Single-use and Other Plastic Products (Waste Avoidance) Act 2020* and also exercises responsibilities under other South Australian planning and environmental legislation.

Our Core Values

Caring	Striving	Growing
<ul style="list-style-type: none"> We set high standards for protecting our environment. We deliver independent and positive outcomes. We are responsible and trusted. We respect and support each other. We value the importance of balance and wellbeing. 	<ul style="list-style-type: none"> We aim for the best. We are flexible and open to new ways of doing things. We are connected with our community and industry. We are accountable for delivering our commitments. We celebrate our success. 	<ul style="list-style-type: none"> We listen first and value diverse perspectives. We prioritise improvement. We are reflective and act on lessons learned. We open ourselves to feedback. We collaborate and develop together.

Our Strategic Objectives

- SAFEGUARD communities and the environment
- DRIVE more innovative and sustainable practices
- COLLABORATE with communities and industry in managing environmental challenges

- SHARE our knowledge, science expertise and information
- TRUSTED and effective regulator

About the Role

The Investigator with limited supervision undertakes complex and protracted investigations into the EP Act, RPC Act and other Acts that come under the direction of the EPA or any other Act as directed. The responsibilities include conducting interviews, collecting exhibits and providing comprehensive and factual briefs of evidence capable of withstanding executive, ministerial and judicial scrutiny. The Investigator also provides consultancy advice to other staff of the EPA.

Key Accountabilities

- Managing potential conflicts when investigating persons and entities already regulated under the EP Act.
- Managing conflicting objectives of related agencies with similar responsibilities.

Key Outcomes

1. Planning and conducting investigations into serious incidents and other matters.
2. Identifying and gathering oral and material evidence in accordance with evidentiary practice and legislated requirements.
3. Effectively presenting evidence that will withstand judicial scrutiny and support a successful prosecution or other appropriate action.
4. Obtaining relevant expert evidence from specialist witnesses where applicable.
5. Providing advice to officers of the EPA on the conduct of effective investigations, techniques, protocols and requirements.
6. Contribute to upholding and enhancing the credibility of the EPA by ensuring effective liaison with other associated agencies.
7. Model and uphold the ethical behaviour and professional standards as contained in the *Public Sector Act 2009* and the Code of Ethics for the South Australian Public Sector.
8. Ensure a safe and respectful workplace through the implementation of a framework that proactively addresses the organisations positive duty of care to prevent harm, together with effective reporting and monitoring of WHS risks and incidents. Take responsibility for individual safety and that of direct reports and all staff, by maintaining awareness, promoting and complying with the EPA's Work Health and Safety (WHS) procedures and instructions. Undertake all reasonable management action to safeguard the health and safety of others.

Key Relationships

The Investigator has interactions with the following groups/personnel:

- Maintains liaison with the Crown Solicitor's Office, State and Commonwealth government Agencies and/or Departments (as applicable), members of the public and other agency staff.
- Supports ASO6 Senior Investigators and ASO7 Principal Investigator.

Selection Criteria

- High level written and oral communication and negotiation skills.
- Proven ability to work independently, with limited supervision and as a team member.

- Experience in the management of an investigation caseload and the exercise of a sound-level judgement on investigation related matters.
- Experience in dealing with investigations in the regulatory environment.
- Demonstrated ability to provide or contribute to written recommendations on complex matters in a clear, timely and accurate manner.
- Demonstrated ability in analysing information and making sound and rational decisions in a timely manner.
- Demonstrated investigations experience, including the ability to use a broad range of investigatory tools/techniques and the ability to analyse and determine essential elements of investigations.

Essential Qualifications

Refer to [Determination 5: Classification and Remuneration for Employees](#)

- Nil.

Desirable Qualifications and Selection Criteria

- Completion of South Australian Police (or equivalent) Detective Training Course.
- Completion of Diploma or Certificate IV Government (Investigations).
- Regulatory, Compliance or Investigation qualifications or experience.
- Experience in investigating offences of an environmental nature.
- Knowledge of the current public records management administrative practices and systems.

Special Conditions

Work Status: Eligibility to work in Australia.

Location: 211 Victoria Square, Adelaide 5000

- This role has been designated as a Position of Trust pursuant to the standards required in the Australian Government Protective Security Policy Framework. A current National Police Clearance is essential.
- The EPA supports and actively encourages flexible working arrangements to enable its staff to effectively balance work and life. Such arrangements may be negotiated with the appropriate Manager.
- The incumbent will occasionally be required to travel to sites in country areas and interstate.
- The incumbent may be required to work out of hours and as the need arises.
- A current driver's licence is essential.
- The incumbent must be suitable for appointment to be a fully Authorised Officer under the EP Act, LNLC Act, RPC Act and other Acts that come under the direction of the EPA.
- Vaccinations required: Q Fever, Hepatitis A & B and Tetanus.

The EPA expects all its employees to contribute to its outcomes by:

- Working as effective team members by treating others with respect and courtesy, collaborating with team members, and internal and external stakeholders to achieve results;
- Optimising their own performance by actively identifying their strengths and individual training and development needs, and actively participating in the twice-yearly performance and development review process;
- Providing high quality customer service;
- Ensuring they are familiar and compliant with relevant legislation, policies and procedures;

- Managing information in accordance with the *State Records Act 1997* and EPA record keeping requirements,
- Supporting the EPA's commitment to reducing its energy usage, contributing to the SA Government's greenhouse gas emission targets and reducing the use of single use plastics;
- Promoting equality, respect and a culture of zero tolerance towards violence against women in the workplace and;
- Utilising resources and information in a responsible and accountable manner and comply with all EPA financial, human resources, procurement and other agency policies and procedures.

References

Code of Ethics for the South Australian Public Sector - <http://publicsector.sa.gov.au/policies-standards/code-of-ethics/>

Public Sector Act 2009 - <https://www.publicsector.sa.gov.au/Resources-and-Publications/key-legislation/public-sector-act-2009>

[South Australian Public Sector Entry Level Employee Competency Framework](#) / [First Line Manager Competency Framework](#) / [Middle Manager Competency Framework](#)