

Investigations Lead

Position Description

Directorate	Community and Environmental Services	Department	Customer Response
Reports To	Investigations and Audits Coordinator	Direct Reports	Yes
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services.	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 5

Position Purpose

This position is responsible for the leadership of the investigation team to support community amenity and safety.

Key Responsibilities and Outcomes

As the Investigations Lead you will:

- Lead and support the investigation team and as a subject matter expert, provide advice on complex or escalated matters.
- Lead investigation team operations, optimizing team resources and addressing compliance, risk and safety issues.
- Ensure the team's adherence to investigation practices and oversee the preparation of comprehensive investigation reports to inform prosecution considerations and documentation that supports prosecution proceedings.
- Manage the timely undertaking of investigations, having regard for statutory timeframes, directly undertaking investigations as required.
- Lead the delivery of approved Systematic Inspection programs, including for regulated dogs, and provide advice and recommendations regarding program outcomes.
- Provide specialist advice and support to Officers in regards the conduct of statutory investigations including dog attacks, vegetation clearing and illegal dumping.
- Develop team capabilities and foster a high-performance team culture through adherence to a range of workforce management activities.
- Appear as a witness and support officers representing Council at Court, Tribunals and other hearings as required.

Additional Information:

This position is required to participate in Council's 'After Hours On-Call' Service.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a leader you will take accountability for demonstrating the values expectations and behaviours and enable your team members to do the same.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

Budget

N/A

Delegations

Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Demonstrated and strong experience in successfully leading diverse teams and development of team member capabilities whilst ensuring alignment with workplace health and safety procedures and processes.
- Strong ability to interpret and apply relevant legislation (including Local Laws and State Legislation) regulations, standards, and policies.
- Strong experience and highly skilled in the conduct of statutory investigations and audits and the preparation of investigation summaries.
- Highly developed interpersonal and communication skills with the ability to build strong working relationships with a range of people at all levels within Council as well as external stakeholders.
- Demonstrated analytical, research and critical thinking skills, including the ability to summarise complex issues, identify trends and emergent issues, and develop recommendations for their resolution.
- Demonstrated experience in utilizing and strategically implementing technology systems to drive delivery of programs and projects.

Qualifications

- Bachelor's degree in business and /or similar disciplines or demonstrated experience in the Local Law/ Local Government or regulatory workplace.
- Current "C" Class Driver's Licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.