



POSITION DESCRIPTION

**Safe and Fair Community**

**Investigations Officer**

November 2023

## Position Summary

College / Division	Academic Division
School / Section	Equity and Success / Student Safety and Wellbeing
Location	Hobart
Classification	<u>HEO Level 8</u>
Reports to	Safe and Fair Community Investigation and Advisory Officer

## The Opportunity

We are seeking to appoint an Investigations and Advisory Officer in the Safe and Fair Community Unit (SaFCU). SaFCU is the University's point of contact for all matters related to reports of inappropriate behaviour, including notifications of sexual assault or sexual harassment, and the lodgment of general concerns or complaints. The Unit also undertakes student conduct processes in accordance with the Student Behaviour and Conduct Ordinance, Behaviour Policy and Behaviour Procedure. The SaFCU team work closely with People and Wellbeing, the Colleges and Student Counsellors to ensure appropriate supports and plans are put in place in the interests of the safety and wellbeing of our community. SaFCU works closely with the Legal and Risk team to ensure the University operates in a manner which is compliant with legislation and other regulatory requirements. This role requires a highly confident and collaborative person who will show leadership and initiative in achieving outcomes that place individual and community safety and wellbeing at the forefront.

## **About the University of Tasmania**

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generative powerful ideas for and from Tasmania.

Because of our unique setting and challenges we go beyond creating places of learning. We strive to stimulate economic growth, lift literacy, improve health outcomes for Tasmania and nurture our environment as it nurtures us. We welcome enquiring minds, from near and far, to join us in our pursuit of the extraordinary.

## **Accountabilities and Outcomes**

### **Purpose.**

Under the direction of the Director, SaFCU and the Lead Investigator, the Investigations and Advisory Officer will undertake investigations as well as actively promote the safety and wellbeing of all members of the UTAS community.

### **Key Result Areas**

The Investigations and Advisory Officer must demonstrate a strong people-centered ethos, exceptional communication skills, sound judgment, effective and efficient investigative

capabilities, reliable and strong decision-making, and resolution skills, in accordance with the University's governance instruments and policy and procedural framework. They must be a persuasive and engaging communicator and possess the ability to connect with diverse audiences across various media. Specifically, the role requires the incumbent to:

- Provide high level advice, guidance and support to university staff and students in relation to the University's ethos and approach to responding to student safety and wellbeing matters, instances of inappropriate behaviour or conduct and the resolution of complaints, in accordance with university ordinances, policies and procedures.
- Play a lead role in the development and delivery of training and awareness sessions, promotional and educational resources and facilitated forums to build student and staff awareness on matters relating to SaFCU and University policies and procedures.
- Act as an authorised officer to conduct people-centred, fair and just investigations and assessments into matters of inappropriate behaviour and conduct, in accordance with procedural requirements and protocols.
- Assess, guide and work in collaboration with senior University staff in the resolution of formal student complaints.
- Efficiently and appropriately manage complex and sensitive processes in line with University Ordinances, Policies and Procedures.
- Build and maintain positive working relationships with stakeholders across the University, in particular, Student Wellbeing, Student Living, People and Wellbeing, Legal Services, Student Operations, Vice Chancellor's Office and the Tasmanian University Student Association, as well as external stakeholders, including Tasmania Police and the Tasmanian Ombudsman.
- Ensure case notes and records are maintained in accordance with quality and standard requirements and University policy. Provide timely and accurate reports as required.
- Undertake other duties as assigned by the supervisor.

## **Behavioural Expectations**

UTAS aims to have everyone enjoy a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity, and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation, and discrimination.

## **Success profile**

### **Personal Attributes**

The Investigation Officer will demonstrate excellent relational and investigation skills. This includes:

- A people-centred mindset and a capacity to be empathetic and resilient in often challenging situations.
- Demonstrated experience and capability in conducting assessments and investigations into matters of conduct, policy and procedure.
- Experience in responding to and investigating highly complex matters including sexual assault and/or sexual harassment matters.
- Well-developed people and communication skills, including experience in engaging diverse cohorts, promoting, translating, and providing advice on a wide range of complex and sensitive matters.
- Demonstrated experience in resolving disputes and conflicts, formally and informally, negotiating, and achieving desired outcomes.
- Ability to work in a demanding and dynamic environment and exercise rigorous judgement in relation to prioritisation and escalation, risk assessment and decision making.

## **Core Capabilities**

The Investigation Officer will demonstrate a core skillset including:

- experience overseeing complex case management of multiple cases,
- a proven ability of using sound judgement to effectively investigate a wide range of often highly sensitive complaints and concerns,
- maintain and develop records and record-keeping strategies which result in improved outcomes for students,
- willingness and ability to work both within a team, as well as autonomously,
- resilience to working under pressure,
- experience of, or willingness to learn how to develop and present educative/training materials on safety & wellbeing including on sexual harassment and sexual assault,
- respond to concerns and provide advice on diverse issues arising in the tertiary environment,
- highly developed computer skills and experience.

## **Role Specific Skills, Knowledge, and Experience**

- A tertiary qualification and extensive relevant experience of responding to complex and sensitive people-issues and/or complaints.
- demonstrated cultural sensitivity in meeting the needs of diverse clients.
- a demonstrated level of understanding of equal opportunity principles, policies, and a commitment to the application in a university context.

## **Qualifications and Licences**

- Current Working with Vulnerable People registration
- Travel may be required between campuses from time to time.

## **Other Requirements**

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.





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The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position