

## Inspector – Legal Services (Statutory Offences)

### Role data

<b>Position no.</b>	TBC	<b>Work Area Profile</b>	Legal Services
<b>Work Level Classification</b>	Level 6	<b>Directorate/Business Unit</b>	Regulatory Operations
<b>Reports to (role)</b>	Senior Inspector – Criminal Offences Unit	<b>Location</b>	Flexible
<b>No. direct reports</b>	Nil	<b>No. of indirect reports</b>	Nil
<b>Version date</b>	XX August 2019	<b>Tenure</b>	Ongoing, fulltime

### Work area profile

AHPRA's overall mission is to protect the public by regulating health practitioners efficiently and effectively in the public interest to facilitate access to safer healthcare for all the community. Website: [www.ahpra.gov.au](http://www.ahpra.gov.au)

Regulatory Operations National Legal Practice provides high quality legal input and advice at key points of AHPRA's regulatory processes under the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law). The National Legal Practice manages the risks associated with individual legal cases and conducts the regulatory litigation (civil, disciplinary and criminal) on behalf of the Boards and AHPRA. It also provides strategic and policy related legal advice to ensure that AHPRA and National Boards comply with relevant legislative requirements and obligations.

### Role purpose

Reporting to the Senior Inspector – Legal Services (Criminal Offences), the Inspector – Legal Services (Criminal Offences) conducts inspections and prepares a brief of evidence in relation to offences pursuant to the National Law. The role is responsible for managing a specific case load ensuring the timely delivery of reports and recommendations to relevant stakeholders for the purpose of investigating offence matters in line with the National Law and organisational processes and procedures.

### Key Accountabilities

- *Conduct criminal investigations and investigate allegations of criminal offences in accordance with the National Law, the public interest and Ahpra's commitment to risk-based regulation.*
- *Ensure powers are exercised in a fair, efficient, transparent, and effective manner and in line with the objectives and guiding principles of the National Law.*
- *Initiate preliminary investigations and create the investigation plan.*
- *Conduct and finalise an investigation.*
- *Gather information through interviews.*
- *Work with other organisations relevant to the investigation.*
- *Detect, collect and record physical evidence.*
- *Evaluate and document cases.*
- *Contribute to the continuous improvement of investigations processes, procedures and policies.*
- *Prepare operational orders, including warrants, relating to the exercise of powers of search and seizure, as required.*

- Conduct formal interviews of persons in relation to criminal offences and take affidavit evidence as required.
- Provides expert advice and direction to the investigation teams and supports other colleagues.
- Prepares reports, correspondence and briefing notes on legal and policy issues in relation to the registration of health practitioners, professional standards, complaints and disciplinary proceedings concerning registered health practitioners.
- Other duties as directed by the Senior Inspector – Legal Services (Criminal Offences).
- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants. This means to:
  - Take reasonable care for own and others' health, safety and wellbeing;
  - Adhere to AHPRA's workplace health, safety and wellbeing policies and procedures.

## Capabilities for the role

The AHPRA [Capability Framework](#) applies to all AHPRA employees. Below is the complete list of capabilities and proficiency level required for this position.

Values	Capabilities	Proficiency Level
<b>Service</b>	Commits to customer service	Intermediate
	Displays leadership	Foundation
	Generates and delivers the strategic vision	Intermediate
	Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Advanced
<b>Collaboration</b>	Builds constructive working relationships	Advanced
	Communicates effectively	Advanced
<b>Achievement</b>	Demonstrates accountability in delivering results	Advanced
	Uses information and technology systems	Intermediate
	Displays personal drive and integrity	Advanced

## Qualifications/experience

Qualifications/Experience	Required
<b>Qualifications</b>	Certificate IV in Government Investigations or equivalent and/or relevant experience.
<b>Experience</b>	<p>Demonstrated ability to apply legislative, policy and procedural requirements as they relate to a regulatory environment.</p> <p>Demonstrated ability to exercise judgment and resolve issues independently.</p> <p>Advanced knowledge and experience in the conduct of professional standards investigations in a sensitive and complex environment.</p> <p>Advanced problem-solving, analytical and conceptual skills.</p> <p>Advanced written communication skills including experience in writing reports and recommendations, preparing correspondence and agenda items.</p> <p>Advanced interpersonal skills with the ability to build and maintain productive working relationships with a range of internal and external stakeholders.</p> <p>Advanced oral communication skills with the ability to deal with difficult and challenging stakeholders.</p> <p>Advanced organisational skills, including the ability to effectively prioritise and manage multiple tasks and deadlines whilst ensuring attention to detail.</p> <p>Ability to work independently, but also work collaboratively and effectively as part of a virtual team environment when required.</p>

## Key relationships

Internal Relationships	External Relationships
General Counsel – Legal Services	Courts
National Managers – Legal Services	Legal firms
Senior Inspector – Legal Services	
Other inspectors and lawyers in the Criminal Offences Unit	Other Government agencies
National Boards	Health practitioners
State and Territory Managers	General public
National Legal Services teams	
Notifications teams	
Registrations teams	
Monitoring and Compliance teams	
Communications team	