

Safe and Fair Community Officer (Lead Investigator)

College/Division	Academic Division
School/Section	Student Experience
Location	Launceston or Hobart
Classification	HEO 10
Reporting line	Director, Student Wellbeing and Culture

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint a Lead Investigator in Safe and Fair Community Unit (SaFCU) which is part of the Academic Division.

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 lodgement of general concerns or complaints. The Unit also undertakes student conduct processes in accordance with the Student Behaviour and Conduct Ordinance.

SaFCU Officers must demonstrate a strong people-centred ethos, excellent judgment, and effective and efficient investigative, decision-making and resolution skills in accordance with the University's governance instruments and policy and procedural framework. The Lead Investigator will undertake responsibility for the case management, assessment, and investigation of more complex and provide expertise and guidance on complaints and conduct matters more generally.

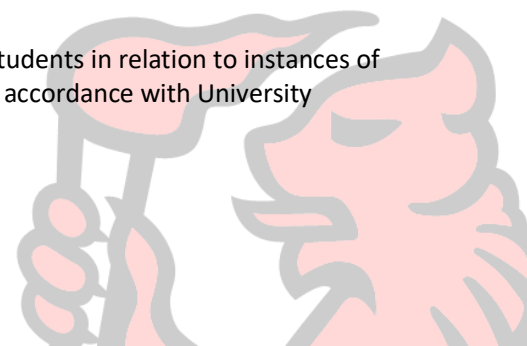
The Lead Investigator will work collaboratively with People and Wellbeing and Student Counsellors to ensure appropriate supports and plans are put in place in the interests of the safety and wellbeing of our community. The incumbent will also work in partnership with the Legal and Risk team to ensure the University operates in a manner which is compliant with legislation and other regulatory requirements.

This role requires a highly competent, confident, and collaborative person with demonstrated experience in investigating complex matters, and who will show strong leadership and initiative in achieving outcomes that are victim centred and place community safety and wellbeing at the forefront.

We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining, and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age, and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You'll Do

- Provide high level advice, guidance and support to University staff and students in relation to instances of inappropriate behaviour or conduct and the resolution of complaints, in accordance with University ordinances, 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.
- Provide guidance and support to SaFCU and the broader University in case assessment, assessment of risk of risk, investigation and decision making.
- Efficiently and appropriately manage complex and sensitive processes in line with [Ordinance, Student Behaviour and Conduct](#), the [Behaviour Policy](#) and [Behaviour Procedure](#), [Student Complaints Policy](#) and [Student Complaints Procedure](#) and other related ordinances and policies.
- 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 Union, 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.

What We're Looking For (success criteria)

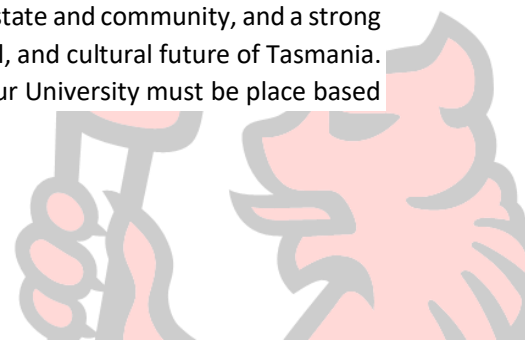
- A tertiary qualification and extensive relevant experience working in a field responding to complex and sensitive people issues and/or complaints.
- A minimum of 5 years' experience in conducting assessments and investigations into matters of conduct, policy, and procedure.
- Demonstrated experience in providing professional guidance and support to colleagues in a team environment.
- Experience in responding and investigating highly complex matters including sexual assault and/or sexual harassment matters will be highly regarded.
- Highly developed skills in interpreting 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.
- High-level interpersonal skills with confidence in effectively dealing with a diverse range of people and stakeholders.
- Ability to work in a demanding and dynamic environment and exercise rigorous judgement in relation to prioritisation and escalation, risk assessment as well as in decision making.
- A people centred mindset and a capacity to be empathetic and resilient in often challenging situations.

Other position requirements

- Travel may be required between campuses from time to time.

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social, and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based



but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students, and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

Check out more here:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

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 above may be altered in accordance with the changing requirements of the position.

