



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Business Unit: Professional Standards Unit

Position Title: Senior Investigator

Position Number: P72437

Classification: Senior Officer Grade C

Location: 3 Constitution Ave, Canberra City

Security Clearance Required: No

Last Reviewed: June 2026

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well as demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, Directorate Ministers and Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role. The Director-General of CMTEDD is also the Head of Service.

More information is available at <https://www.cmtedd.act.gov.au>

BUSINESS UNIT OVERVIEW

The Professional Standards Unit (PSU) is a team of dedicated professionals supporting the Public Sector Standards Commissioner (PSSC) by conducting independent investigations, managing complaints, and providing data insights, training, and education across the whole of the ACT public sector (ACTPS).

While the primary focus of the PSSC and PSU is undertaking misconduct investigations, the team also receives referrals for other integrity, conduct-related and workplace matters. The team is strong, supportive, and cohesive, the work is important and interesting, and the environment is flexible and hybrid (with a mix of working from home and in the office).

In addition to undertaking investigations and managing complaints, a key focus of the PSSC and PSU is the reinforcement of the high standards of workplace values and behaviours expected of all ACTPS employees. We do this through capturing and sharing key messages and using de-identified data insights to contribute to whole-of-government policy, legislative reform, education, and training for the prevention of, and response to, misconduct and employee relations matters.

The PSU is committed to trauma informed and culturally safe practices that support fair, respectful and inclusive engagement with all participants.

POSITION OVERVIEW

We are seeking a high-performing and results-orientated Senior Investigator to join our team. Our ideal candidate has relevant experience in workplace performance and misconduct issues and/or relevant investigative experience. You will be values driven and demonstrate a strong focus on the impacts of misconduct and workplace complaints on people and their relationships and have the ability to engage with participants in a respectful, trauma-informed and culturally responsive manner.

As a Senior Investigator, you will facilitate formal misconduct investigations across the ACTPS, presenting a valuable opportunity to develop a broad range of relationships and networks. You will research and gather evidence, analyse information, and present persuasive arguments to delegates with recommendations about the occurrence of misconduct.

Your innovation skills will facilitate continuous improvement of behaviour and integrity-related outcomes across the whole ACTPS, with opportunities for you to identify systemic issues, and contribute to contemporary whole-of-government policy, training and education requirements.

You may be exposed to sensitive, complex and potentially distressing material and are required to apply a trauma-informed approach when engaging with participants. This includes using clear, respectful communication and supporting psychologically safe participation throughout the investigation process.

WHAT YOU WILL DO

The Senior Investigator will undertake the following duties, and may lead a small team to undertake the following duties –

1. Undertake workplace investigations (misconduct) or associated processes, either individually or as a team member in accordance with relevant legislation and industrial instruments.
2. Undertake research, liaise with and provide advice to Directorates on a range of complex employment related matters including workplace investigations.
3. Apply trauma-informed and culturally responsive investigation practices, including adapting engagement approaches to support participant wellbeing, cultural safety and procedural fairness.
4. Foster working relationships with internal and external stakeholders.
5. Participate in projects that improve workplace investigation processes across the ACTPS.
6. Assist the PSU leadership to report on the performance and achievements of the PSU.
7. Provide timely advice and assistance to PSU leadership on investigations, complaints management, training and education and related issues and processes.

8. Represent the PSU in a range of government and non-government forums and give evidence at FairWork Australia and other tribunals as required.
9. Undertake other duties appropriate to this level of classification which contribute to the operation of the PSU.

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

To be successful in this position, it is expected that the successful candidate will have the following technical skills and knowledge:

1. Proven experience in the conduct of workplace/administrative/criminal investigations and a highly developed understanding and knowledge of the legislative and industrial frameworks in the ACTPS.
2. Demonstrated understanding of trauma-informed practice and the ability to apply this in investigative contexts, particularly when working with individuals experiencing vulnerability or distress.
3. Highly developed written and oral communication skills, practical experience in the preparation of witness statements, briefs of evidence or investigation reports, associated policy, briefings or other related correspondence.
4. Proven ability to manage multiple tasks and projects and to drive continuous improvement.

Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes:

5. The ability to establish and sustain effective internal and external working relationships that facilitate joint problem solving and continuous improvement, through high level analytical, liaison, negotiation and decision-making skills.
6. Demonstrated high-level of personal integrity, self-awareness and professionalism, and understanding of, and commitment to, public service values, ethical standards, Respect, Equity and Diversity in the workplace and health and safety principles and practices.
7. Demonstrated cultural capability and the ability to engage respectfully with diverse participants.

Compliance Requirements / Qualifications

- Relevant investigative qualifications such as a Certificate IV in Government Investigations are highly desirable.
- Educational and/or professional qualifications checks may be undertaken prior to employment.
- Criminal history checks will be conducted prior to employment.

HOW TO APPLY

In applying for this position, you are not required to address individual selection criteria. Rather, you should provide a statement of **no more than two pages** outlining your background, capabilities, and experiences and how these align with the duties (WHAT YOU WILL DO), and capabilities and behaviours (WHAT YOU REQUIRE) required to be successful for this role.

You should also provide a CV to a **maximum of two pages**.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation: The office environment is in an activity based work environment.	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never

Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally

Exposure to potentially distressing case material	Frequently
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OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally