SERIOUS FRAUD OFFICE
TE TARI HARA TĀWARE

Version: January 2026

Electronic Forensic Investigator

Team:	**Forensic Services**
Reports to:	**Principal Electronic Forensic Investigator**
Direct reports:	**None**
Indirect reports:	**None**
Delegations:	**None**
NZSIS Clearance:	**Confidential, if required**
Location:	**Auckland**
Travel:	**Occasional**

Being a Public Servant

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Position purpose of the Electronic Forensic Investigator (EFI)

- Deliver electronic forensic services during the investigation and prosecution of serious and complex financial crime.
- Acquire, preserve, analyse, and present electronic data as evidence.
- Analyse evidence and prepare examination reports.
- Act as an electronic forensics expert witness in Court.
- Contribute to continuous improvement of the Electronic Forensic Unit's capability.

What we do matters – Our purpose

The Serious Fraud Office (SFO) is a highly specialised government department whose purpose is to protect New Zealand's financial and economic wellbeing. We do this through our mission of disrupting and deterring serious and complex fraud through prevention, investigation, and prosecution.

How we do things – our principles

Excellence	A world class financial crime and corruption agency.
Connect	Stronger together.
Pride	In all that we do.

What you will do to contribute	As a result, we will see
Electronic forensics service delivery • Perform administrative functions including archiving and record keeping. • Maintain accurate records and ensure tasks are accurately recorded in Casper / ServiceNow. • Comply with the guidelines and procedures in the SFO EFU operations manual and supporting policies. • Process electronic data into case and evidence management systems. • Identify and propose relevant technical equipment required to optimise operational activity. • Monitor and report on current systems and processes to ensure they meet international best practice standards. • Install and manage technical equipment and recommend upgrades when required. • Contribute to business cases to acquire the latest upgrades to hardware and software.	• High quality contribution to tasks that advance the investigation strategy. • Record keeping is accurate and timely. • Compliance with guides, procedures, and policies. • Collaborative approach to work which ensures team members are aware of progress. • Effective management of timeframes and delivery of milestones. • Awareness of current international best standards. • Technical equipment is installed and managed optimally. • Effective contribution to business cases. • Well led and effective investigations and prosecutions. • Internal and external stakeholders gain enhanced understanding and technical guidance in response to their inquiries.
Collection of electronic evidence • Provide electronic forensics advice and support to operational teams in the execution of SFO notices and search warrants and securing of electronic equipment. • Work with operational teams to acquire and filter data from electronic media that aligns with the scope of our investigation. • Collect evidence effectively to ensure the preservation and integrity of that evidence. • Troubleshoot, repair, assemble, and disassemble digital devices to access evidence. • Follow international best practice and SFO's operating procedures in the forensic acquisition, backup, examination and reporting on electronic devices. • Ensure that there is no damage or data loss to acquired systems and devices, and absence and down time is minimised for individuals or businesses.	• Collaborative approach with operational teams. • Tasks are completed to a compliant and high standard. • Devices are managed appropriately. • Evidence is acquired and secured in an optimal manner. • Business interruption is minimised. • Equipment failures are reported and documented in a timely manner. • Data from electronic devices are acquired, examined, stored, backed up and reported on in a manner that is consistent with international best practices and SFO's operating procedures.

• Report equipment failures and document the outcomes.	
Analysis of electronic evidence • Complete analysis of electronic materials and production of electronic forensics. • Work with operational teams and assist with queries. • Report outcomes of analysis to the Principal Electronic Forensic Investigator in a peer review of the outcomes. • Ensure that technical tasks have been completed correctly and to the standard required by the Court. • Manage successful decryption of protected documents and files (to the extent possible).	• Effective and proactive identification of investigative issues. • Delivery of high-quality technical work. • Delivery of high-quality forensic analysis.
Acting as a witness • Act as a witness in Court as a specialist and expert in computer forensics. • Continuously grow specialist knowledge to increase credibility as a witness at Court. • Understand legal boundaries and relevant case law.	• Successfully act as an expert witness.
Maintain capability of EFU • Provide support for service infrastructure and systems of the EFU. • Maintain and test EFU equipment, practices and techniques. • Ensure EFU leverages business efficiencies of the latest technologies and developments in combating criminal enterprises.	• The EFU is well managed and has the appropriate technology to undertake its functions
Continuous Improvement and Best Practice • Complete IACIS Certified Forensic Computer Examiner qualification. • Participate in research projects. • Identify opportunities for continuous improvement for the evidence management systems, processes, and knowledge. • Assist with the research and development of forensic hardware and software to keep pace with rapidly changing technology needs.	• Investigations utilise the current best practices to analyse electronic data. • Analysis of electronic data contributes to successful investigations. • Delivery of advanced forensic hardware and software solutions that meet the evolving demands of technology.
Risk Management and Compliance • Be cognisant of risks. • Raise risks with you manager. • Mitigate risks.	• Organisational risk is minimised, mitigated, or managed appropriately. • Reporting aligns with legal and regulatory requirements. • Reporting meets the needs of stakeholders.

Wider SFO Systems and processes • Comply with agreed systems and application access and use policies and protocols. • Enter and update data accurately and comprehensively.	• Use of systems and applications align with agreed policies and protocols. • Data is entered and updated in systems and applications accurately, comprehensively, and in a timely manner. • Systems, applications, and data risks are effectively avoided or mitigated.
Relationship Management and Stakeholders • Develop and maintain effective external relationships. • Develop and maintain effective working relationships within the SFO. • Work in a collaborative manner.	• Effective relationships that benefit the SFO and/or the wider system. • Effective relationships within the SFO.

Who you will work with to get the job done	
Internal	Forensic Services Team
	Operations Team
	Wider SFO colleagues
External	Private Sector: Victims, Witnesses, Defendant, External Panel Counsel, Defense Counsel, Contractors, Professional services firms
	Public Sector: Other law enforcement and regulatory agencies, Court staff
	Members of the public

Your competency profile	What you will bring specifically
Keys to success: • Action orientated • Manages complexity • Customer focus	**Experience:** • Experience as an electronic forensic investigator • Experience with e-Discovery and forensic tools such as Relativity, FTK Imager, X-Ways, Axiom, Intella, Forensic Explorer, as well as mobile forensic tools such as Cellebrite. **Skills:** • Proven technical expertise in electronic forensic tools and methodology • In-depth knowledge of e-Discovery and forensic tools: Cellebrite, Paladin, Axiom, XWays, Forensic Explorer, Intella, and others • Social media and cloud investigations • Desktop, laptop, and mobile device forensic analysis • Ability to meet deadlines in an environment of competing/conflicting priorities • Ability to work independently and under direction. • Effective communication skills • Strong problem solving and decision-making capabilities **Other requirements:**

	• Tertiary qualification in a related field • Industry standard certification(s) such as: CFCE, EnCE, ICMDE, CCPA, CCME (Preferable) • Obtain and maintain required digital examiner/forensic certifications through an international association (IACIS) • Ability to maintain and hold qualifications with the Electronic Forensic Unit training framework • Ability to continue learning in the field of electronic forensics • Ability to obtain and maintain any required Security Clearances • Holds an unrestricted and full drivers licence • Demonstrated knowledge of the Serious Fraud Office Act 1990 • Ideally, knowledge of criminal legislation, such as the Crimes Act, Criminal Procedures Act, Evidence Act • A growth mindset