

Primary Investigator

Team:	Operations
Reports to:	Principal People Lead
Direct reports:	None
Indirect reports:	None
Delegations:	None
NZSIS Clearance:	Confidential, if required
Location:	Auckland or Wellington
Travel:	Wellington and Auckland occasionally. Other travel may be required.

Being a Public Servant

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, 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 Primary Investigator

- Apply investigation experience and technical knowledge and skill to investigate or prosecute serious or complex financial crime.

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 or complex fraud through prevention, investigation, and prosecution.

How we do things – our Values

Integrity First | Ngākau tapatahi

Sharp on Purpose | Kōpere

Stronger Together | He waka eke noa

We do what's right, with independence, fairness and courage.

We act with clarity and intent, focusing our energy on what matters most

We back each other, share ideas and work as one team

What you will do to contribute	As a result, we will see
Investigations Undertake and contribute to investigations and/or prosecutions as part of a team led by a Principal or other project lead	- Application of investigation experience, technical knowledge and skill which add demonstrable value to investigations and prosecutions of serious or complex financial crime - Ability to manage multiple cases across a changing portfolio and prioritise work according to organisational objectives
Leadership - Support the Principal and/or project lead in leading an investigation team - Take ownership of the delivery of investigation and/or prosecution tasks - Effective project management of assigned investigations - Communicate with influence at all levels, internally and externally - Manifest the core principles of the SFO - Actively demonstrate / role model the values of the SFO	- Takes ownership of tasks and supports team members to achieve their milestones - Sets and meets realistic milestones for tasks - Drives investigative component of case i.e interviewing, evidence integrity, analysis of information etc - Proactive participation in case team endeavours such as summarising reports, execution of search warrants, witness management etc
Technical Expertise - Apply advanced technical experience, knowledge, and skills to advance investigations and/or prosecutions - Identify potential issues in an investigation and generates solutions	- Demonstration of innovation and fresh thinking in approach to tasks, in collaboration with team members - Demonstration and application of experience in communicating with all stakeholders and persons of interest - Identification of opportunities for continuous improvement in own and organisational processes - The technical expertise of all of team members in the investigator discipline increases
Risk Management and Compliance Be cognisant of risks and mitigate	Organisational risk is minimised, mitigated, or managed appropriately
Systems and processes	Use of systems and applications align with agreed policies and protocols

- Comply with agreed systems and application access and use policies and protocols - Enter and update data accurately and comprehensively	- 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	- 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	Principals
	Operations Team
	Legal and Corporate Services Team
External	Private Sector: Victims, Witnesses, External Panel Counsel, Defense Counsel, Contractors, Professional services firms
	Public Sector: Other law enforcement and regulatory agencies, Court staff

Your competency profile	What you will bring specifically
Keys to success: - Action orientated - Manages complexity - Attention to detail	Experience: - A minimum of two years' experience in serious crime investigations and/or prosecutions as an Investigator, preferably with a financial crime component - In-depth understanding of criminal investigative best practice and relevant legal implications for investigators - Experience in managing multiple priorities concurrently - Experience working collaboratively in a team Skills: - High level of competency with MS Office suite - Ideally, experience working with an electronic evidence review platform, such as Relativity - Ability to pick up new systems quickly - Working knowledge of Crimes Act 1961 and Secret Commissions Act 1910 legislation, as well as relevant provisions of the Evidence Act 2006 - Effective influencing skills - Effective communication skills - Effective negotiating skills - A growth mindset

	Other requirements: • A relevant professional Tertiary qualification is desired
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