

Investigations Officer

Position Description

Directorate	Community and Environmental Services	Department	City Standards and Regulation
Reports To	Investigations Lead	Direct Reports	No
Queensland Local Government Industry Award - State 2017 -Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services.	City of Moreton Bay Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level 3 to 5

Position Purpose

To undertake a range of investigatory activities in the determination, enforcement and prosecution of offences under state legislation and Council Local Laws.

Position Context

Having regard for the varying scope and complexity of work required to be performed by an Investigations Officer, this position has been approved as a broad-banded position. The intent is to allow the appointment of team members at an appropriate level based on their professional experience in comparison to the complexity of the tasks they will manage.

Key Responsibilities and Outcomes

As an Investigations Officer you will:

- Undertake investigations and collate evidence for the purpose of identifying legislative and local law offences and progressing any associated enforcement action.
- Undertake inspections as part of Systematic Inspection Programs, including regulated dog audits.
- Prepare a range of documents, technical reports, and briefs of evidence to support the progression of Court and Tribunal related enforcement actions.
- Conduct investigations professionally, respectfully and in accordance with natural justice principles, having regard for the sensitivity of the circumstances
- Manage customer and stakeholder expectations, provide clear and precise technical advice and direction, ensure timely communications and maintain detailed records.
- Provide input into the development of departmental procedures and processes to support continual improvement and efficiency.

- Contribute to a positive team environment to achieve a high performance, continuous improvement, and customer focused culture.

Additional Information:

- Participate in the Local Laws After Hours and On-Call programs as required.

Our Values

Our values:
guiding how we
work and shaping
our future.



SEE THE PERSON.
SEE THE CITY.



OWN THE SOLUTION.
FOR TODAY AND
TOMORROW.



FALL, LEARN, RISE.
TOGETHER
WE GROW.



THINK BIGGER.
LET'S GO.

Decision Making

Budget	N/A
Delegations	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Experience commensurate to the performance at Level for the role with the interpretation, investigation, and enforcement of State and local law legislation.
- Investigative, analytical and research skills in a range of regulatory work environments.
- Highly developed verbal and written communication skills with the ability to present information in an effective manner to a range of stakeholders.
- Experience in the utilisation and interpretation of quantitative and qualitative evidence.
- Skills in delivering effective service outcomes in accordance with a range of governance, risk, and privacy principles.
- Well-developed time management skills and the ability to manage multiple, at times conflicting, priorities, including meeting statutory deadlines.

Qualifications

- Current "C" Class Driver's Licence.

Success Profile

Level 3 - To perform this role the staff member will bring:

- An ability to undertake the role under general supervision.
- Sound knowledge and ability to interpret and apply Queensland legislation, including the Local Government Act 2009, the Animal Management (Cats & Dogs) Act 2008, Waste Reduction & Recycling Act 2011, and relevant City of Moreton Bay local laws to undertake compliance proceedings for proven offences.
- Sound investigative, analytical and research skills in a range of regulatory functions for legislation administered.
- Developing capability to prepare summary of facts, briefs of evidence and other Court documents.

Level 4 - To perform this role the staff member will bring:

- An ability to undertake the role under limited supervision.
- Certificate IV in Government (Investigations or Regulatory Services) or another relevant field.

Proficient knowledge and ability to interpret and apply Queensland legislation, including the Local Government Act 2009; the Animal Management (Cats & Dogs) Act 2008, Waste Reduction & Recycling Act 2011, and relevant City of Moreton Bay local laws to undertake moderately complex compliance proceedings for proven offences.

- Proficient investigative, analytical and research skills in a range of regulatory functions for legislation administered.
- Proficient and demonstrated capability to prepare summary of facts, briefs of evidence and other Court documents.

Level 5 - To perform this role the staff member will bring:

- Ability to undertake the role autonomously.
- Certificate IV in Government (Investigations or Regulatory Services) or another relevant field.
- Expert knowledge and ability to interpret and apply Queensland legislation, including the Local Government Act 2009; the Animal Management (Cats & Dogs) Act 2008, Waste Reduction & Recycling Act 2011, and relevant City of Moreton Bay local laws to undertake highly complex compliance proceedings for proven offences.
- Highly developed investigative, analytical and research skills in a range of complex regulatory functions for legislation administered.
- Advanced and demonstrated capability to prepare summary of facts, briefs of evidence and other Court documents as well as performance in a Court and Tribunal.
- Ability to undertake reviews of regulated dog proposals.

Remuneration and Progression

Positions will be established with a range of Level 3 to Level 5, and team members will be appointed based on their demonstrated skills and experience commensurate with this framework.

Progression between Levels 3, 4 and 5 will not be automatic. Reviews will be scheduled with each team member annually. Progression will be assessed on an individual basis with justification provided to the General Manager for their consideration utilising the Investigations Officer Broad Banding Review Form, referencing the criteria outlined at each Level under this framework.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.