



Matatū. Tū Mataora. Stand tall. Shape the future.

Tirotiro | Investigator

Position Description

The Teaching Council of Aotearoa New Zealand is the professional body for all teachers. We are independent, and act in the interests of teachers to enable and support leadership to teachers and direction for the education profession, including teacher education and continued professional and leadership development.

We establish and maintain criteria for teacher registration, standards for ongoing practice, and criteria for the issue of practising certificates of different kinds. Alongside this, we monitor and maintain the requirements relating to conduct, competence and impairment, and establish and maintain a code of professional responsibility for teachers.

Our Vision

The Teaching Council will enable and support leadership by the profession to maximise the success of every learner in Aotearoa through highly effective leadership and teaching.

Our Behaviours

- Whaihua i a tātou anō
 Value our colleagues by listening and being open to what they say.
- Mani ngatani
 Work together with integrity by respecting each other and the profession
- Whai whakaaro ki ngā mahinga katoa
 Adopt a solution focussed attitude when working with others
- Whakarangatira i ngā iwi katoa
 Honour our bicultural partnership by being culturally competent
- Whakaaturia te mana Māori me te Ahurea ki ngā reanga katoa o te Kaunihera Demonstrate and foster leadership at all levels of the council

Our Values

- Whakamana
 - Empowering all learners to reach their highest potential by providing high-quality teaching and leadership
- Manaakitanga
 - Creating a welcoming, caring and creative environment that treats everyone with respect and dignity
- Pono
 - Showing integrity by acting in ways that are fair, honest, ethical and just
- Whanaungatanga
 - Engaging in positive and collaborative relationships with our learners, their families and whānau, our colleagues and the wider community

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Position Title	Investigator
Reports To	Lead Investigator
Financial Delegation	Nil
Statutory Delegations	Yes
Direct Reports	Nil
Purpose	Contribute to the performance of the Council by undertaking investigations on teacher conduct for the Complaints Assessment Committee (CAC). Prepares and coordinates the work of the Impairment Committee.
Date	January 2025

Key Relationships

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External	Nature of relationships	
Teachers	Provision of information	
Professional Leaders	Provision of information	
External Stakeholders E.g. MOE, NZSTA, Unions	Consultation	
Internal	Nature of relationship	
Lead Investigator	Reports to	
Manager Professional Responsibility	 Liaise, informs, and advises 	
Investigators	Support, inform and advise	
Operations Team	Support, inform and advise	
Legal Team	 Informs, supports, and collaborates 	
Managers, Executive team and Chief Executive	Support, inform and advise	
Employees, particularly in Registration and Professional Responsibility	Support, inform and advise	

Key Result Areas

Jobholder is responsible for	Jobholder is successful when
Carrying out thorough investigations with guidance and managing case files in accordance with the specified timeframes and quality measures.	 Expertise is provided to decision making at all steps of the process. Thorough investigations into mandatory reports and complaints are conducted according to the process and within agreed
Travels when required to conduct interviews, gather evidence and attend hearings.	 timeframes. The scope of investigations is determined, including what, why and how the complaint or case should be investigated, and interviews are conducted with the initiators, teachers, and other relevant people, if necessary. Information is collected from teachers, initiators and others, as required. Timely interventions are provided in liaison with employers, teachers and others, as directed. Interactions regarding a teacher are managed while a case is an open file within the conduct process.

		 Assigned cases are thoroughly investigated on behalf of the CAC within agreed time frames with the Lead Investigator. The case management system is updated with accurate data, file records are maintained appropriately and cases are prioritised. Allocated cases are prioritised in the case management system in an organised manner. Statistical data is collected and reported as required using organisational tools. Appropriate medical professionals are engaged and referrals for assessment coordinated for impairment cases. All impairment cases comply with the documented impairment process. Further enquiries for the Disciplinary Tribunal (DT) are carried out as required by the CAC.
	eparing reports and attending disciplinary earings.	 Comprehensive reports and files for Committees are clear, concise and accurate, outlining the evidence and an analysis of the evidence obtained in the course of the investigation. All reports comply with current legislation and relevant case law. Teacher and representative receive letters and investigation report and evidence in a professional, courteous and timely manner. The case is referred to the CAC in an appropriate and professional manner. As required, peer reviews are provided to ensure adherence to the process and written reports. Oral presentations are provided to Committees and Tribunals, if necessary, in support of the reports to an evidential standard and a professional nature. Reports are prepared and include the Impairment Committee's recommendations. Briefs of Evidence are prepared for the DT when required. Pre-hearing preparation is carried out for the DT where required, including summonses and witnesses' preparation. Attend DT hearings to arrange witnesses and to give evidence if required.
Co	ontributing to the wider Teaching Council.	 Te Tiriti o Waitangi is reflected in all practice. All communications, both internally and externally, are professional, courteous and timely. Works collaboratively with team members.

	Skills and knowledge are shared.
Ad hoc duties.	 Other projects and tasks are performed, as required by the Lead Investigators.
Health and Safety. Complies with responsibilities, under the Health and Safety at Work Act 2015.	 Health and safety issues that may impact on the team or wider organisation are identified and reported.
Sets a good example to team members in relation to practices and policies supporting a healthy, safe and wellness-oriented workplace.	 Contribution is provided to activities and practices that support a healthy workplace. Clean police vet is maintained as required under the Children's Act.

Person Specifications

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Qualifications		
Essential	Desirable	
Current full drivers' licence.	Tertiary qualification in Education, Law, Police or other relevant discipline.	
Knowledge/Experience		
Essential	Desirable	
	Experience carrying out investigations and preparing reports.	
	Experience working within a regulatory or legal framework.	
	Understanding of the employment framework for teachers.	
Key Skills		

Advanced Level

- Excellent communication skills including written and listening skills.
- Well-developed interpersonal skills to build effective relationships with a wide range of people.
- Ability to prioritise, adapt and deliver high quality results.
- Manages risk, both potential and real, maintains privacy and escalates through correct channels.
- Proven ability to provide written reports to a high evidential standard.
- Solutions focused within the parameters of current legislation and case law.
- Resilience
- Can work effectively in a team
- · Attention to detail and proof reading

Working Knowledge

- Te Tiriti o Waitangi and tikanga relevance and application in our workplace and the Education sector.
- Working knowledge of current Teaching Council Codes and Standards.
- Working in a membership based professional body.
- An understanding of the needs of Pasifika peoples.