

## 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.*
- Mahi ngātahi  
*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*

## Summary

Position Title	Investigator
Reports To	Lead Investigator
Financial Delegation	Nil
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 2020

## Key Relationships

External	Nature of relationships
Teachers	<ul style="list-style-type: none"> <li>• Provision of information</li> </ul>
Professional Leaders	<ul style="list-style-type: none"> <li>• Provision of information</li> </ul>
External Stakeholders E.g. MOE, NZSTA, Unions	<ul style="list-style-type: none"> <li>• Consultation</li> </ul>
Internal	Nature of relationship
Lead Investigator	<ul style="list-style-type: none"> <li>• Day to day reporting</li> </ul>
Lawyers	<ul style="list-style-type: none"> <li>• Collaboration, provision of information</li> </ul>
Senior Manager – Professional Responsibility	<ul style="list-style-type: none"> <li>• Reporting</li> </ul>
Managers up to and including CEO	<ul style="list-style-type: none"> <li>• Support, inform and advise</li> </ul>
Employees, particularly in Registration and Professional Responsibility	<ul style="list-style-type: none"> <li>• Advise</li> </ul>

## Key Result Areas

Jobholder is responsible for	Jobholder is successful when
<p>Carrying out thorough investigations with guidance and managing case files in accordance with the specified timeframes and quality measures.</p> <p>Travels when required to conduct interviews, gather evidence and attend hearings.</p>	<ul style="list-style-type: none"> <li>• Expertise is provided to decision making at all steps of the process.</li> <li>• Thorough investigations into mandatory reports and complaints are conducted according to the process and within agreed timeframes.</li> <li>• 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.</li> <li>• Information is collected from teachers, initiators and others, as required.</li> <li>• Timely interventions are provided in liaison with employers, teachers and others, as directed.</li> <li>• Interactions regarding a teacher are managed while a case is an open file within the conduct process.</li> </ul>



	<ul style="list-style-type: none"> <li>• Skills and knowledge are shared.</li> </ul>
<b>Ad hoc duties.</b>	<ul style="list-style-type: none"> <li>• Other projects and tasks are performed, as required by the Lead Investigators.</li> </ul>
<b>Health and Safety.</b> Complies with responsibilities, under the Health and Safety at Work Act 2015. Sets a good example to team members in relation to practices and policies supporting a healthy, safe and wellness-oriented workplace.	<ul style="list-style-type: none"> <li>• Health and safety issues that may impact on the team or wider organisation are identified and reported.</li> <li>• Contribution is provided to activities and practices that support a healthy workplace.</li> <li>• Clean police vet is maintained as required under the Children's Act.</li> </ul>

## Person Specifications

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	
<b>Advanced Level</b> <ul style="list-style-type: none"> <li>• Excellent communication skills including written and listening skills.</li> <li>• Well-developed interpersonal skills to build effective relationships with a wide range of people.</li> <li>• Ability to prioritise, adapt and deliver high quality results.</li> <li>• Manages risk, both potential and real, maintains privacy and escalates through correct channels.</li> <li>• Proven ability to provide written reports to a high evidential standard.</li> <li>• Solutions focused within the parameters of current legislation and case law.</li> <li>• Resilience</li> <li>• Can work effectively in a team</li> <li>• Attention to detail and proof reading</li> </ul>	
<b>Working Knowledge</b> <ul style="list-style-type: none"> <li>• Te Tiriti o Waitangi and tikanga relevance and application in our workplace and the Education sector.</li> <li>• Working knowledge of current Teaching Council Codes and Standards.</li> <li>• Working in a membership based professional body.</li> <li>• An understanding of the needs of Pasifika peoples.</li> </ul>	