

Lead Investigator – Education

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	Lead Investigator
Reports To	Manager of Professional Responsibility
Financial Delegation	Level 4
Direct Reports	4 - 5
Purpose	<p>Co-Lead and direct the Investigations team of the Teaching Council in the provision of fair and equitable investigations on teachers for the Complaints Assessment Committee (CAC).</p> <p>Using experience and skills developed in leadership role/s (which has included personnel management responsibilities) in education settings as a senior teacher and manager of teachers to investigate and assess teachers' conduct.</p> <p>Provide in depth knowledge of the education sector to be able to support, coach and advise the team to enable them to produce high-quality investigative reports.</p> <p>Provide specialist expertise, advice and guidance about conduct to the Council, parties to a complaint, Complaints Assessment Committee (CAC) and Council management and staff in order to achieve positive outcomes for the teaching profession.</p> <p>Co-lead the design, development and implementation of initiatives to support and educate stakeholders to increase their understanding of teacher conduct.</p> <p>In conjunction with the Manager Professional Responsibility assist, support and provide leadership for projects in the Professional Responsibility area.</p>
Date	May 2021

Key Relationships

External	Nature of relationship
Teachers	<ul style="list-style-type: none"> • Provision of information
Principals	<ul style="list-style-type: none"> • Provision of information and liaison
Stakeholders	<ul style="list-style-type: none"> • Collaborate to set expectation
Ministry of Education	<ul style="list-style-type: none"> • Provision of information and liaison
Legal Counsel and Lawyers	<ul style="list-style-type: none"> • Provision of information
Education and Regulatory	<ul style="list-style-type: none"> • Provision of information
Board of Trustees	<ul style="list-style-type: none"> • Provision of information
Internal	Nature of relationship
Chief Executive	<ul style="list-style-type: none"> • Support and advise
Lead Investigator (Technical)	<ul style="list-style-type: none"> • Co-lead, support, collaborate and advise
Investigations team	<ul style="list-style-type: none"> • Lead, manage, support and advise
Deputy Chief Executives	<ul style="list-style-type: none"> • Support and advise
Council Chair and members	<ul style="list-style-type: none"> • Support and advise
Manager Professional Responsibility	<ul style="list-style-type: none"> • Reports to
Competence Team	<ul style="list-style-type: none"> • Support and advise
Managers and employees	<ul style="list-style-type: none"> • Coach and advise

Key Result Areas

Jobholder is responsible for	Jobholder is successful when
<p>Co-Leading and directing the investigations team</p>	<ul style="list-style-type: none"> • All matters regarding conduct and impairment investigations, reports and outcomes are managed appropriately, and all processes are accurate, timely, professional, secure and comply with relevant legislation and rules. • All investigations are comprehensive, fair, and equitable. • Investigators receive high quality advice and mentoring on current best practice and investigation methods. • Guidelines and processes are designed, developed and reviewed to ensure that Investigators, Committees and Tribunals make decisions that are based on current best practice investigations. • The Professional Responsibility team can rely on the Lead Investigator as the escalation point for providing information, insights or navigating complex cases.
<p>Carrying out thorough investigations for the CAC 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"> • Triage is undertaken and expertise on the conduction of investigations is applied to contribute to decision making on processing a case. • The scope of investigations is determined, including what, why and how the complaint should be investigated and, if necessary, interviews are conducted with the initiators, teachers, students, and other relevant people. • Timely interventions are negotiated with employers, teachers, and other people, as needed. • Teachers and initiators receive accurate and accessible information relating to the process in a timely manner, and in accordance with established timeframes. • Complaints are qualified and determined how they should be investigated. • Information is collected from teachers, initiators and witnesses as required. • The case management system is updated with accurate and complete data. • Statistical data is collected and reported accurately using the organisational tools. • Further enquiries for the Disciplinary Tribunal (DT) are carried out as required.
<p>Preparing reports/evidence files and attending disciplinary hearings.</p>	<ul style="list-style-type: none"> • Comprehensive reports for Committees and Tribunals that are clear, concise, and accurate, outlining the evidence and an



	<p>analysis of the evidence obtained in the course of the investigation.</p> <ul style="list-style-type: none"> • Oral presentations are provided to the Committees and Tribunals in support of the reports in a clear, articulate manner to an evidential standard of a comprehensive, professional nature. • 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. • DT hearings to arrange witnesses and to give evidence are attended to if required. • All Investigation Reports are critiqued and moderated. • All reports and recommendations comply with the law and current legislation.
<p>Contributing to the wider Teaching Council</p>	<ul style="list-style-type: none"> • Te Tiriti o Waitangi and the needs of Pasifika peoples are reflected in all practice. • All communication, both internally and externally, is professional, courteous, and timely. • Other team members receive backup support. • Skills and knowledge are shared and developed actively across the investigations team. • Compliance with internal Council policies is maintained. • The Lead Investigator can stand in for the Manager Professional Responsibility from time to time.
<p>People Management Actively engages with their immediate team and the other teams to deliver business outcomes that support the Teaching Council's strategic direction.</p>	<ul style="list-style-type: none"> • The team is actively led in collaboration with the co-Lead Investigator to build employee engagement. • Employee engagement is built through active team leadership. • Regular meetings take place with direct reports. • Communication is clear and effective. • An open and honest environment is created and fostered in the team. • Talent is coached and developed. • All people processes are completed on time and in line with best practice. • All direct reports have a performance and development plan that is aligned with the Council's strategic plan and meets the individual's needs.
<p>Leadership and values-led behaviours</p>	<ul style="list-style-type: none"> • Valued behaviours are consistently exhibited and form the foundation of internal and external relationships.

	<ul style="list-style-type: none"> Employee engagement is built by working collaboratively with peers throughout the Council. Leadership is exhibited through leading by doing. Is an effective role model and can be seen to be part of the leadership team. Ownership and accountability for the output of the group is demonstrated.
<p>Strategic Relationships</p> <p>Actively working to develop strategic relationships with stakeholders.</p> <p>Enabling and coaching team members to communicate the Council's vision and support its strategic direction through their engagement with stakeholders.</p>	<ul style="list-style-type: none"> Stakeholders understand the Council's strategic direction. Stakeholders are engaged in professional discussions that demonstrate the Council's strategic direction. Is an effective role model and coach with employees around engagement with stakeholders.
<p>Financial Management</p>	<ul style="list-style-type: none"> Budgets are managed within delegations. Variances reported as soon as they are identified. Opportunities to reduce costs are identified and capitalised on. Business plans and reporting are developed and supported the needs of the Council. All financial management aspects of leadership are completed effectively and timely.
<p>Support the Manager Professional Responsibility with continuous focus on quality improvement</p>	<ul style="list-style-type: none"> Staff are complying and processes are compliant with relevant legislation as a result of collaboration with the Manager Professional Responsibility, Lead Investigator (Technical) and Lead Lawyer. A collaborative approach within the Professional Responsibility team is maintained to ensure team effectiveness.
<p>Health, Safety and Wellbeing</p> <p>Complying with the responsibilities under the Health and Safety at Work Act 2015.</p>	<ul style="list-style-type: none"> A healthy, safe and wellness-oriented workplace is maintained by setting a good example to team members in relation to HSW practices and policies. Health and safety issues that may impact on the team or wider organisation are identified and reported.

Person Specifications

Qualifications	
Essential	Desirable
Tertiary qualification in Education	Teacher registration
Current Full Driver's Licence	
Knowledge and Experience	
Essential	Desirable
5+ years of team leadership/ management	Investigation experience

experience in a senior position	
An understanding of regulatory framework of the Teaching Council and of the employment framework for teachers or similar professions	Competence in te reo and tikanga Māori
	Experience managing teachers
Key Skills	
<p>Expert Level</p> <ul style="list-style-type: none"> • Highly developed analytical and investigative skills and a demonstrated commitment to developing and maintaining specialist skills and knowledge • Analytical skills • Relationship management. • Coaching and Mentoring staff • Time management, planning and organising • Te Tiriti o Waitangi and its relevance and application in our workplace and the education sector 	
<p>Advanced Level</p> <ul style="list-style-type: none"> • Demonstrated ability to understand, analyse and accurately convey complex information in clear and simple written language • Communication skills • Strategic agility 	
<p>Working Knowledge</p> <ul style="list-style-type: none"> • Working in a membership based professional body • An understanding of the needs of Pasifika peoples 	