



Ministry of Police, Prisons & Corrections

Duty Statement and Performance Assessment

Position Title	:	Principal Investigations Officer
Section	:	Prisons & Corrections
Location	:	Tanumalala Prison
Salary Grade	:	PO94 \$64,502.00
Reports to the	:	Deputy Commissioner Prisons & Corrections Services

Primary Purpose of Role:

To provide quality Investigation Services and Reports on matters investigated, in line with governing Legislations, Regulations, Policies and Processes. In addition, the position provides advice to the Executive and Managers on disciplinary matters to ensure consistency, fair and high level of compliance at all times. The scope of work for this post covers both the SPCS' workforce as well as Prisoners.

The position will also assist with Training Programs for members, adding value to the legal and technical areas of the SPCS' roles and functions.

Duties:

- Develop a set of Professional Standards Manual for the Commissioner's perusal and approval
- Develop Policies and Procedures for investigating matters [Employees and Prisons] for the Commissioner's approval.
- Lead and participates in the development of strategies and solutions in order to address critical issues adversely affecting organizational integrity
- Acts as a source of expert information, advise and support for senior Managers and staff
- Maintain an up to date overview of patterns of corruption, criminal activity, complaints and allegations, analyzing trends and preparing regular reports to the Commissioner.
- Interview and or interrogates witnesses, suspects, victims and others, to obtain information relevant to the investigation.
- Searches for evidence in a systematic manner and determines the existence of a criminal or administration violation using investigative methods and techniques
- Prepares and maintaining complete records of the history of each case being investigated, preparing comprehensive documentation for the commissioner with recommendation for the disposition of the investigation and disciplinary process.
- Presents evidence and investigate findings during disciplinary hearings and trials for employee misconduct and violation of law
- Maintain confidentiality of all investigations
- Comply with all governing Legislations, Regulations, Policies and Procedures at all times
- Ensure prisoner complaint processes are managed accordingly to the required standards and that

- prisoner grievances are appropriately resolved
- Develop Training Materials and provide training for staff on areas identified/approved by the Commissioner
- Any other duties as required

Key Accountabilities Area:

Investigation Management

- Prepare Terms of Reference (TOR) for the Commissioner's approval of any investigation
- Lead or monitor any employment investigations into potentially serious/sensitive matters of conduct
- Plan and carry out investigations – including interviewing witnesses and gathering Information

Managing Complaints

- Design and implement a Complaint System for the SPCS Workforce as well as all Prisoners. Investigate complaints and interview, assess and analyse information to determine the best solution for the complaint
- Develop and maintain a database of staff and prisoner complaints and decision issues
- Prepare Files and reports on staff/ prisoners with recommendations to the Commissioner

Custodial Management & Security

- Carry out assigned custodial delegation as directed by the Commissioner

Advisory

- Provide support and best practice advice to Executive, Managers and Principal Officers across SPCS on matters
- relating to employment investigations – usually on less serious issues/processes Advice and coach staff on their responsibilities and obligations under the SPCS Act 2013 and Regulations 2014

Training

- Provide training for members on subjects identified and approved by the Commissioner.

Selection Criteria:

1. Skills and Abilities

- Highly developed and demonstrated knowledge and understanding of investigations methodologies including management and practical application of those methodologies in an investigation environment
- Experienced in leading and overseeing investigations and/or investigations of corrupt or alleged corrupt practices
- Highly developed and demonstrated knowledge and understanding of the evidential and legal standards applied to criminal and civil proceedings within Samoa
- Demonstrated knowledge of Corrections business, its systems and processes and the environment within which SPCS operates and interacts with including sentenced and custody prisoners, the public and Samoa Government

- Ability to read, learn and interpret complex written laws, rules, regulations and policies
- Excellent written and oral communication skills both in English and Samoan with demonstrated ability to effectively communicate within SPCS and to external agencies with a focus on investigative and legal concepts, processes and procedures as they relate to the conduct and management of investigations
- Ability to produce comprehensive reports
- Ability to respond and act quickly to any unexpected issues of a complex or sensitive nature involving allegations of corrupt or criminal behavior, making effective decisions often under pressure and the scrutiny of the public, media and Government
- Advances relationship management skills, and ability to develop and maintain strong working relations, both internally and externally
- Ability to gather evidence from a variety of sources, to organize and analyze the evidence and to draw conclusions.
- Ability to develop and train SPCS Workforce on areas relating to duties and functions of the Investigation Unit.

2. Personal Attributes

- Detailed understanding of the standards of integrity and conduct that is required from all Government Employees.
- Ability to act as role model and lead by example, demonstrating fair and impartial behavior in all dealings with offenders, managers, staff and external agencies and the public

3. Experience and Past Work Performance

- Five (5) years of relevant experience including three (3) years' experience at a Management position
- Demonstrated ability to develop and provide training sessions
- Experience in leading operational or criminal investigations/ or related field

4. Qualification

- A tertiary education and/or other achievements in a related field will be considered
- A professional qualification in investigation methods, with a focus on both criminal and operational investigations, is preferable

5. Core Competencies

5.1 Professionalism

- Work within regulations and standards of Samoa Prisons and Corrections Act and Regulations and other relevant legislations.
- Practice in accordance with all legislative requirements related to prison management
- Ensure professional boundaries are maintained
- Have a professional non-judgmental approach
- Be assertive, decisive and confident
- Be able to work autonomously within the scope of standards and legislative requirements, Prison and Corrections Services policies and procedures

5.2 Communication

- Provide accurate and timely written and verbal communications

- Respond politely and sensitively when communicating
- Produces written communication that is clear, concise, logical and easily understood
- Act as a role model and lead by example

5.3 Relationship Management

- Develops and maintains networks with other relevant agencies.
- Build and maintain positive and professional working relationships with prisoners and SPCS staff
- Act as a role model and lead by example

5.4 Decision Making and problem solving

- Utilize peers and other Managers for problem solving.
- Accept responsibility for problem solving and for developing workable solutions.

5.5 Supporting Organizational Values

- Acts fairly and impartially in all dealings with prisoners, staff and service providers.
- Act with integrity at all times.
- Proactively identify opportunities to improve investigation. Adjust to changing demands and requirements.
- Work to ensure a safe physical and psychological environment.

5.6 Health and Safety

- Work towards ensuring a safe, secure and humane environment.
- Identify unsafe situations and implement immediate action to maintain safety standards.
- Take necessary precautions and follow required procedures.
- Work with Custodial Operations towards a safe, secure and humane environment