

**Independent Police Conduct Authority (IPCA)**  
***Position Description***

Position title:	<b><u>Report Writer</u></b>
IPCA Group:	Operations Group / Investigations Team
Location:	Wellington
Date of issue:	3 August 2017
Reports to:	Manager: Investigations
IPCA HR Ref:	IPCA/Corporate/Human Resources/Recruitment/Position Descriptions

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**Position purpose**

Report Writers assist the IPCA to undertake its functions under the Independent Police Conduct Authority Act 1988 in relation to the investigation of complaints against the Police and incidents in which death or serious bodily harm has been or appears to have been caused by Police employees. Report Writers report to the Manager: Investigations. As part of the investigation process the position involves a variety of tasks, including assistance in the preparation of project plans and interview plans for individual investigations, analysis of applicable law and Police policy, and the writing of associated public reports and significant letters. Travel may be required.

Senior Report Writers will also be involved in mentoring other Report Writers or Investigators, writing thematic or complex public reports and letters, and reviewing draft reports.

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**About the IPCA**

The IPCA is an Independent Crown Entity established by the IPCA Act to investigate and resolve complaints against the Police. The IPCA receives and investigates complaints alleging misconduct or neglect of duty by Police employees, or concerning any practice, policy or procedure of the Police. The IPCA also investigates incidents where a Police employee causes, or appears to have caused, death or serious bodily harm. The IPCA also has responsibility for monitoring and reporting on Police custodial facilities as a National Preventive Mechanism under the Optional Protocol to the Convention Against Torture (OPCAT).

The IPCA is governed by a Board, which is chaired by a Judge. The Chair is also the operational head of the IPCA.

The IPCA core values are independence, trustworthiness, accountability, vigilance and integrity.

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**The IPCA's Operations Group**

The IPCA Operations Group includes three functional service delivery areas: investigations; case resolution; and monitoring of Police places of detention in accordance with the Authority's statutory function as a National Preventive Mechanism. The Group is supported by a small Corporate Team.

## ***Investigations***

The Investigations Team is focused on the instigation, conduct, and conclusion of investigations into complaints against the Police, and incidents where death or serious bodily harm has resulted. It is responsible for writing final public reports, or letters for Police and complainants, that are appropriate to the level of investigation undertaken. It also undertakes inspections of Police custodial facilities, and investigates policy and practice issues arising from those inspections and from incidents occurring in Police custodial facilities.

## ***Case Resolution***

The Case Resolution Team is responsible for receiving, assessing, categorising, managing and resolving complaints submitted to the Authority that fall outside a Category 1 case requiring independent investigation by the Authority. The Team manages communication with complainants, liaises with the relevant Police Professional Conduct staff and oversees any police investigation. It also oversees Police audits of compliance with policy and procedure governing Police custodial facilities.

## **The IPCA's Corporate Team**

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The Corporate Team provides sound, customer-oriented services (some outsourced) that ensure the IPCA's capability continues to develop and improve in alignment with wider government and state sector requirements, obligations and responsibilities. The Team provides enabling services and support to all areas of the IPCA to assist in the delivery of the IPCA's operational functions.

Major activities involve contributing to all aspects of business planning, strategy and policy development; delivering prudent financial management and reporting; producing accountability documents and establishing systems that are compliant with Crown entity reporting requirements; providing human resources management advice and services; ensuring (outsourced) information technology systems and capability meet the needs of the organisation; providing communication services and products; monitoring and managing outsourced services; and maintaining administrative systems and processes across the organisation.

## **Important Relationships**

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### ***Internal:***

- Manager: Investigations
- General Manager
- IPCA Chair
- Team Leader: Investigations
- Team Leader: Report Writing
- Investigators and other report writers

### ***External***

- Complainants, victims, and family members
- Police subject and witness officers

- Police National Headquarters Police Professional Conduct staff
- District Police Professional Conduct Officers and investigators
- Police Association representatives

### Key Accountabilities - Report Writers

Report Writers are accountable to the Manager: Investigations, who will monitor and review workload and performance and allocate and supervise tasks.

Key accountabilities for a Report Writer include:

<b>Accountability</b>	<b>Deliverables / Outcomes</b>
Preparation of project plans; and analysis (jointly with the relevant investigator or project officer) of the evidence, law, Police policy and other information relevant to a complaint or incident	<ul style="list-style-type: none"> <li>• Prepare project plans, in conjunction with the assigned investigator, that enable the timely disposition of all investigations</li> <li>• In conjunction with the assigned investigator, analyse and provide advice on the evidence, law, Police policy issues and other information relevant to a specific complaint or incident, and develop appropriate recommendations as required</li> <li>• Formulate the wording of appropriate recommendations to the Commissioner of Police on changes to practice, policies, and procedures</li> </ul>
Writing of public reports, letters and case summaries	<ul style="list-style-type: none"> <li>• Draft public reports and letters as required by the Manager: Investigations</li> <li>• Work with other members of the Investigations Team to ensure all reports and correspondence are of a high standard and appropriate to the intended recipients</li> <li>• Contribute to the preparation of media statements on the release of a public report</li> <li>• Draft case summaries, in collaboration with the Case Resolution Team, as required by the Manager: Investigations</li> </ul>
Relationship management	<ul style="list-style-type: none"> <li>• Work collaboratively with all staff in the Investigations Team</li> <li>• Work collaboratively as required with staff in the Case Resolution Team</li> <li>• Contribute to a positive team environment</li> <li>• Promote and model IPCA values</li> <li>• Contribute productively at team meetings</li> <li>• Maintain cooperative relationships with all IPCA staff</li> <li>• Maintain cooperative relationships with external stakeholders as appropriate for the role</li> </ul>
Business processes and practices	<ul style="list-style-type: none"> <li>• Contribute to the ongoing development and improvement of the IPCA's report writing, research and analysis procedures</li> <li>• Adhere to the IPCA document structure and maintain accurate database records</li> <li>• Participate in IPCA policy development and attend meetings and conferences as required</li> <li>• Use IPCA resources efficiently and effectively</li> <li>• Maintain the confidentiality of all information acquired in the exercise of the IPCA's functions</li> <li>• Maintain a sound and current knowledge of relevant legislation, and</li> </ul>

<b><i>Accountability</i></b>	<b><i>Deliverables / Outcomes</i></b>
	<p>Police practices, policies and procedures</p> <ul style="list-style-type: none"> <li>• Provide reports, memoranda, and other required advice within senior management's timelines</li> </ul>
Assist with operational matters	<ul style="list-style-type: none"> <li>• Bring analytical developments of an unusual or complex nature to the attention of the Manager: Investigations at the earliest opportunity</li> <li>• Support special projects through research and analysis</li> <li>• Carry out other advisory and research activities in support of senior management as may be required</li> </ul>

## Person Specification

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### *Education, Skills, Knowledge, Experience*

#### Required:

- A legal qualification (i.e. an LLB), or an alternative degree in a relevant area
- Experience in a position that demonstrates strong written communication skills
- Experience in applying computer skills
- Experience in a position that demonstrates effective time management skills
- Understanding of the role and functions of Police or other law enforcement agencies

#### Desirable:

- Interviewing experience
- Experience in developing or reviewing operational policy and procedure
- Experience in policy analysis and development, particularly in an operational setting

## Competencies - Report Writer

Competency	Evidence
Interpretation skills	<ul style="list-style-type: none"> <li>Analyses and interprets facts to assess their compliance with law, policy and procedure in a rigorous and organised way</li> <li>Analyses large amounts of information and identifies relevant issues and questions quickly</li> <li>Processes information from diverse sources</li> <li>Shows consistent attention to detail</li> </ul>
Team work	<ul style="list-style-type: none"> <li>Ability to work as part of a team</li> </ul>
Interpersonal and communication skills	<ul style="list-style-type: none"> <li>Communicates effectively with a wide range of individuals</li> <li>Defuses high-tension situations comfortably</li> <li>Displays empathy and sensitivity in distressing and highly emotional situations</li> <li>Contributes effectively to all discussions in relation to team approach files</li> <li>Ensures written work is clear, succinct, in plain English, well argued, logically structured and grammatical</li> </ul>
Relationship management and focus	<ul style="list-style-type: none"> <li>Responds effectively in a wide range of culturally and ethnically different contexts</li> <li>Dedicated to meeting the expectations and requirements, as appropriate, of internal and external stakeholders</li> <li>Gets first-hand feedback from stakeholders and uses it to improve the work of the team</li> <li>Acts with stakeholders/parties in mind</li> <li>Establishes and maintains effective relationships with parties and gains their trust and confidence</li> <li>Effective and collegial working relationship with managers and staff within the IPCA</li> <li>Maintains positive relationships with members of the Investigations Team and the Case Resolution Team</li> </ul>
Judgement	<ul style="list-style-type: none"> <li>Acts in an impartial, fair and sensitive manner</li> <li>Uses diplomacy and tact</li> <li>Develops and forms decisions and opinions based on objective analysis</li> <li>Assesses situations or circumstances and draws sound conclusions applying common sense and sound analysis</li> <li>Deals with sensitive, confidential and disturbing or offensive material</li> </ul>
Planning	<ul style="list-style-type: none"> <li>Is organised and structured in approach to work</li> <li>Establishes plans to manage workload and follows through with these</li> <li>Utilises technology and systems to manage work effectively</li> <li>Uses effective documentation and document management skills</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>Can effectively cope with change</li> <li>Can adapt style and approach to meet changing circumstances</li> </ul>

<b>Competency</b>	<b>Evidence</b>
Integrity	<ul style="list-style-type: none"> <li>• Adheres to the IPCA's core values of independence, trustworthiness, accountability, vigilance and integrity</li> <li>• Appreciates and understands the importance of privacy and secrecy</li> </ul>
Self-development	<ul style="list-style-type: none"> <li>• Knows personal strengths, weaknesses, opportunities and limits</li> <li>• Gains insight from mistakes</li> <li>• Is open to constructive criticism</li> <li>• Is personally committed to and actively works to continuously improve</li> <li>• Understands that different situations and levels may call for different skills and approaches</li> <li>• Learns quickly when facing new situations</li> <li>• Is aware of own reaction to disturbing or offensive material</li> </ul>