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Position Description

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| **Position** | Manager Surface Investigations |
| **Team** | Investigation Services |
| **Reports to** | Chief Investigator of Accidents |
| **Location** | Wellington |
| **Direct Reports** | 7 |
| **Delegation holder** | Financial and statutory delegations as notified |
| **Remuneration band** | Professionals Investigators Level 3 |
| **Remuneration Range** | $124,000 - $172,000 |
| **Date** | 02 September 2022 |

Position Purpose

The Manager Surface Investigations supports the Chief Investigator of Accidents to provide high quality and timely transport accident investigation services to the Commission, through management and technical leadership of the marine and rail investigation teams.

# The Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki (<https://www.publicservice.govt.nz/about-us>)

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future.  We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi.  We support democratic government.  We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>)

# About TAIC

TAIC is an independent Crown entity that supports the Transport Accident Investigation Commission (the Commission) in its task of determining the circumstances and causes of transport accidents and incidents in order to avoid similar occurrences.

Multi-disciplinary teams, led by an Investigator in Charge, investigate and analyse the circumstances of significant air, marine, and rail occurrences, supporting the Commission to consider the facts, and make findings and recommendations to improve transport safety, rather than to ascribe blame.

The Commission’s vision is **‘no repeat accidents ‒ ever!’**

As part of a small State sector organisation, TAIC employees work flexibly to contribute to the Commission’s vision through its mission of ***‘safer transport through investigation, learning, and influence’****.*

# Duties and accountabilities

## Team Management

* Day to day management and development of the marine and rail investigation teams.
* Delegation, prioritisation and delivery of both team’s caseload through the inquiry process.
* Setting, monitoring and reviewing performance of direct reports against objectives.
* Planning and managerial reporting to meet accountability requirements.
* Financial oversight and sign-off of team’s expenditure.
* Assisting the Chief Investigator of Accidents with the leadership of the wider Investigation Services Team and contribution to organisational priorities and culture.
* Identifying and managing investigation and wider organisational risks, escalating these to executive management for resolution where appropriate.
* Acting in Chief Investigator of Accidents’ absence, as required.

## Technical Leadership

* Overseeing investigation process and output of marine and rail investigation teams , including assisting Chief Investigator of Accidents with quality assurance reviews.
* Provide investigative and technical input into investigations.
* Liaise with transport regulators and operators and other stakeholders on particular investigations as required.
* Technical coaching and mentoring of staff.
* Review and sign-off of key investigation documents, including draft reports to the Chief Investigator.
* Participation in team investigation analysis sessions.
* Present and provide advice to the Commission, ensuring the Commission has all relevant facts to make sound findings and recommendations.
* Identify investigation process improvements and implement approved changes.
* Maintain and share technical knowledge relating to current trends and techniques in safety investigation practices.
* Take lead in ensuring the Investigation Services Team is prepared to respond to a major accident.
* Make recommendations to the Chief Investigator of Accidents on statutory proposals and decisions that impact on investigation processes.
* Participation in investigator 24-hour duty roster, including being a backup for receiving notifications when duty investigator is unavailable; assessing and making recommendations to Chief Investigator of Accidents regarding notified occurrences; supporting duty rostered investigators as needed.

## Leading Investigations

TAIC’s preference is that the Manager Surface Investigations would not normally lead investigations as investigator in charge. However, in times of high caseload they may be required to do so, in which case the following duties and accountabilities apply:

* Lead investigations if required, as Investigator in Charge.
* Project manage all investigative tasks associated with an investigation and the people involved in performing those tasks, e.g. consultants, contractors, Commission staff.
* Manage site examination processes including securing, examination and testing of evidence, taking witness statements, liaison with media, families, other investigation agencies and third-party interests.
* Identifying, securing and analysing information, documents relevant to inquiry, including at organization, regulatory and systems levels.
* Procuring, instructing and liaising with technical experts.
* Testing of safety hypotheses and identification of safety issues and risks.
* Liaison with regulators, operators and other relevant parties on appropriate safety actions.
* Preparation and presentation of analysis material, reports and suggested findings and recommendations to the Commission.
* Preparation of investigation reports on behalf of the Commission, including consideration of submissions from interested parties.
* General investigation-related advice, including whether actions taken meet requirements of open safety recommendations.

## Relationship management

* Work alongside Manager Air Investigations in leading wider investigation teams
* Liaison with domestic and international agencies and stakeholders.
* Input into development and review of Memoranda of Understanding.
* Participation in international investigation fora as required.

# Position specific competencies

## Qualifications

* Relevant investigative qualification (highly preferable).
* Relevant transport mode qualification.
* Relevant technical qualification (highly preferable).
* Relevant tertiary qualification (highly preferable).

## Competencies and experience

* Strong investigative experience and skills.
* Highly developed personal and personnel management skills.
* Management experience, preferably of technical and/or project teams within relevant transport sectors.
* Strong leadership skills (operationally focused with strategic awareness).
* Ability to work in a modern public sector environment.
* Strong rail; marine or air experience (e.g. industry credible).
* Strong communication skills, both verbal and written.
* Strong experience developing logically sound arguments.
* Strong problem-solving skills.
* Strong attention to detail and accuracy.
* Strong understanding of quasi-judicial processes, particularly the rules and requirements applicable to a Commission of inquiry e.g. having the integrity to remain impartial and independent throughout the investigation, the exercise of statutory powers under delegation.
* Strong emotional and psychological maturity to handle stressful and emotionally difficult situations, including traumatic accident sites, with empathy for survivors and distraught relatives.
* Confidence working with people from all walks of life, and respect for different cultures.
* Confidence in handling difficult and stressful situations with sensitivity, diplomacy and tact.
* An ability to anticipate and identify risks/issues, identify possible solutions and apply agreed solutions.
* Excellent time management skills, including the ability to effectively manage competing work priorities.
* An ability to follow oral and written instructions and to seek clarification when uncertain.
* A self-starter approach to work. Able to work independently and with minimal supervision.
* Computer literate. Intermediate to advanced knowledge of basic Microsoft packages, including Word, Excel, Visio, Power Point.
* Having a valid passport and maintaining a current driver’s license.
* Responding to the changing needs of the Commission by undertaking any other tasks, as reasonably required.

## Medical competencies and other requirements

* Medically fit, i.e. no significant health problems.
* Physically fit i.e. able to work in remote locations without undue risk to self or others.
* Ability to work in New Zealand.
* Ability to work overseas.
* Ability to travel, including at short notice and/or for extended periods.

# Key relationships

## Internal

* Commissioners
* Chief Executive
* Chief Investigator of Accidents
* Manager Air Investigations
* Investigators
* Executive Leadership Team
* Finance Manager
* Team Coordinator

## External

* Commission contractors
* Government departments and public sector agencies
* Transport Regulators
* Overseas investigation agencies
* Transport Operators
* Families
* Interested Persons

# Values

TAIC’s values describes the way we work and interact, with each other and with others.

| Value | Description |
| --- | --- |
| One team | We work as one to fulfil our purpose and we value everyone’s contribution. We are greater than the sum of our parts brining our unique skills together to achieve TAIC’s goals. |
| Pride in our professionalism | We demonstrate our competence, quality, skills, and appropriate behaviour at all times. Most importantly, we take ownership for our delivery. |
| Respect for others | We respect others, their points of view, and their accountabilities. We take ownership of how we act, treating each other with respect and dignity. |

# Organisational competencies

| Competency | Desirable Performance indicators: |
| --- | --- |
| Results Oriented | * Clearly defines and achieves objectives on time every time * Pursues success with energy and drive * Plans, prioritises, and actions work effectively. * Analyses complex situations and implements effective solutions * Proactively considers risks and issues and acts to manage them, including advising others, as appropriate * Handles uncertainty. Makes effective decisions in uncertain conditions * Contributes proactively to the objectives of the Commission. |
| Business understanding | * Committed to delivering the Commission’s strategies and objectives. * Understands the role of the Commission, and how they contribute to it * Understands how the Business Services and Investigation teams both contribute to the role of the Commission * Understands the political environment within which the Commission operates * Understands the machinery of government, and applicable financial and behavioural requirements of public servants * Embraces the ethos of public service * Understands the role of the Treaty of Waitangi in New Zealand. |
| Leadership | * Promotes the Commission’s strategic direction. * Role models TAIC’s values and holds others to account for their behaviour * Furthers team objectives * Encourages and supports other team members * Embraces change. Actively works to improve systems, processes, as appropriate * Ability to work under pressure, sometimes in traumatic circumstances. * Takes ownership of continuous personal development. |
| Relationship Management | * Builds positive and healthy relationships internally and externally, while maintaining Commission independence * Is professional and courteous in communications and behaviours with others * Promotes collaboration and cooperation * Identifies common goals, encourages collaboration and joint ownership * Demonstrates empathy to those involved in tragic situations, while maintaining professionalism and performing Commission tasks * Handles difficult or tense situations with diplomacy and tact. |