

Position Description

Environmental Investigator

REPORTING TO	Engagement Director
WORK LOCATION:	Melbourne
GRADE:	5
SALARY (FTE):	\$85,298 salary pro-rata, plus 10% superannuation
STATUS:	Permanent, full-time
HOURS:	37.5 hours per week (negotiable)

WHO WE ARE

The Australian Conservation Foundation is Australia's national environment organisation – over 700,000 people, creating a world where forests, rivers, people and wildlife thrive. For more than 50 years, we've been protecting the web of life across our continent, from the Kimberley to the Reef and down the Great Dividing Range to Tasmania's forests.

We bring together people from community, government and business. Our supporters advocate against pollution and destruction, and for our living world. We hold decision makers to account. We champion big ideas and find common ground with unlikely partners. We are proudly independent, non-partisan and funded by donations from our supporters.

THE ROLE

In recent years, ACF has made a significant investment in its research and investigations capacity to punch through the opaque and seemingly intractable threats to our environment. Our Environmental Investigations Unit works with ACF campaigners, policy experts and the media team to develop and execute long-run primary evidence gathering about environmental damage, corruption and mismanagement.

The role of the Environmental Investigator is to drive the development and testing of ACF's crowd-sourced investigations platform. The Environmental Investigator will work closely with developers, experts and our community to solve user experience issues, interpret data and answer investigative questions.

The Environmental Investigator role will also involve working on a small caseload of investigations. The role will add another ~30% of Investigative capacity to the Environmental Investigations Unit. The Environmental Investigator will gather primary evidence through field work, data analysis, cultivating networks and freedom of information processes.

KEY COLLABORATIONS

The Environmental Investigator will work closely with the Senior Environmental Investigator and reports to the Media and Investigations Manager. The Environmental Investigator works closely with the Director of Campaigns, other campaign staff, and other members of the Engagement Directorate. The Environmental Investigator will also work in strong collaboration across a broad network of the ACF community, civil society, media and academia.

RESPONSIBILITIES

- Drive the development and rollout of ACF's crowd-sourced investigations product.
- Conduct research and investigations into the complex and hidden drivers of environmental degradation, including corruption, mismanagement and undue influence.
- Carry out field surveys at sites of environmental damage or potential environmental damage.
- Identify issues in need of future investigation and research.
- Build and maintain strategic relationships with media representatives, consultancies, business figures, other researchers and public servants.
- Champion the consistent implementation of ACF's Indigenous policies and help ensure all public communications materials comply with ACF's Indigenous protocols, wherever appropriate.
- Observe safe working practices, and as far as you are able, protect your own and others' health and safety.
- Other duties as requested by the Media and Investigations Manager.

KEY SELECTION CRITERIA

1. **Stakeholder Management:** Demonstrates an ability to quickly build, lead and motivate a community. Is also able to develop an extensive network of contacts across business, government, community groups and civil society; identifies issues in common for one or more stakeholders and uses to build beneficial partnerships; uses understanding of the stakeholders' organisational context achieve outcomes.
2. **Verbal Communication Skills:** Able to quickly win the trust and confidences of people; confidently conveys ideas and information in a clear and interesting way; and handles difficult and sensitive communications well.
3. **Written communication skills:** Prepares complex briefs, letters, emails and reports using clear, concise and grammatically correct language; edits written communications to ensure they contain the information necessary to achieve their purpose, meet audience needs and ensures appropriate style and formats are used.
4. **Problem-solving:** Able to evaluate outcomes, define problems, identify a range of solutions and is willing to experiment. Makes rational and sound decisions based on a consideration of the facts and alternatives. Tackles challenges with a positive mindset and thinks outside of the box.
5. **Initiative and Accountability:** Proactive and self-starting; seizes opportunities and acts upon them; takes responsibility for own action. Works effectively with high degree of autonomy and accountability; self-motivated and can demonstrate initiative. Takes responsibility for own action, treating all people with dignity consistent with ACF values.
6. **Qualifications and work requirements:** Tertiary qualifications or trade certificate in investigations, journalism, law enforcement or similar, or alternatively three-years or relevant work experience. Demonstrated success in primary evidence gathering and research.

How to walk the talk...

ACF's top six characteristics of an ideal team

	Communicative	Supportive	Respectful	Fun	Collaborative	Focused
ACF's role	<ul style="list-style-type: none"> Provide genuine, meaningful, two-way, communication to staff Provide opportunity for staff to communicate between teams and between levels 	<ul style="list-style-type: none"> Offer flexible work arrangements Monitor, measure and seek to improve staff happiness Reward good performance 	<ul style="list-style-type: none"> Take people's ideas, worries and needs seriously 	<ul style="list-style-type: none"> Encourage a social and welcoming atmosphere Organise team gatherings to celebrate our successes and losses 	<ul style="list-style-type: none"> Communicate organisational goals and provide direction Emphasise shared goals, not individual goals. 	<ul style="list-style-type: none"> Set goals and make sure we stick to them Clearly defined reporting lines, and team functions
My role	<ul style="list-style-type: none"> Ask questions Understand you teams' priorities and help to achieve them Seek feedback Give feedback 	<ul style="list-style-type: none"> Give credit where credit is due Ask "are you okay?" and act on the answer Remind yourself that we're all human with pressures outside work 	<ul style="list-style-type: none"> Treat others as you would like to be treated Listen Let others speak Reflect. Is my behaviour making the situation worse? 	<ul style="list-style-type: none"> Take time out Remember what's important Don't be afraid to ask for help Be silly occasionally 	<ul style="list-style-type: none"> Help your colleagues (remember, you're in the same team) Realise that people work differently and that you can learn something from everyone 	<ul style="list-style-type: none"> Ask the question: "why are we doing this?" Do what's best for the team Work where you can do the most good