

Job Description

Investigations Officer

Department	Program
Reports to	Head of Research and Investigations
Direct Reports	Nil - <i>works closely with contractors, interns and volunteers</i>
Grade	Grade 6
Status	Full-time, one year contract position
Location	Greenpeace's normal places of business and or employee's home (on request). Occasional work in unusual hours across time-zones and on weekends, with domestic and international travel as required.

Role Purpose

The purpose of the Investigations Officer is to advance and support Greenpeace Australia Pacific's (GPAP) campaign objectives through development, coordination and delivery of high-quality, evidence-based investigations.

This role will provide creativity and leadership in forming and implementing hard-hitting investigations to shine a light on environmental wrong-doings and expose those responsible. The Investigations Officer's role is to collect, analyse and report accurate information hidden from the public that will influence decision-makers to strengthen laws and policies to solve the world's most pressing problems.

The Investigations Officer will also provide strategic guidance to individual project teams as required.

Greenpeace Values	Greenpeace Mindset
Global Mindset	Greenpeace is an independent campaigning organisation, which uses peaceful, creative confrontation to expose global environmental problems, and develop solutions for a green and peaceful future. Our goal is to ensure the ability of the earth to nurture life in all its diversity. That means we want to protect biodiversity in all its forms; prevent pollution and abuse of the earth's ocean, land, air and fresh water; end all nuclear threats, and promote peace, global disarmament and non-violence.
Trust and Respect	
Values People	
Knowledge Sharing	
Goal Orientated	
Cutting Edge	

Key metrics
Strategy/Planning Development and Implementation
Stakeholder Management and Representation
Research and Analysis
Content Creation
Budgets
Reporting
Compliance with Framework Conditions

Role Responsibilities	
Strategy, Planning, Development and Implementation	
Key Metric	How Success is Measured
Strategised, developed and coordinated effective investigations to support Greenpeace's broader goals	<ul style="list-style-type: none"> Contribute to, coordinate, and implement defined research and investigations projects that help drive the implementation of agreed program strategies, as directed by the Head of Research and Investigations. Work with national and international colleagues to connect strategic research and investigation projects.
Stakeholder Management and Representation	
Key Metric	How Success is Measured
Built and maintained effective relationships with allies, stakeholders and, provided information to the media	<ul style="list-style-type: none"> Liaise and build relationships with sources, allies and other stakeholders as necessary for the advancement of investigation objectives. Provide information to the media and other stakeholders as required by the Head of Research and Investigations, including speaking to the media as necessary. Develop and maintain key relationships within the Greenpeace Investigations Unit and the Australian climate movement.

Investigations, Research and Analysis	
Key Metric	How Success is Measured
Conducted research to support the program department and prepared effective analysis and reporting where required	<ul style="list-style-type: none"> Undertake research and analysis to support Program Department objectives. Assist the Head of Research and Investigations and campaign leads to analyse and map economic and political interventions to achieve campaign objectives. Use technology in innovative ways to uncover information hidden from easy public access. Oversee both office and field investigations for campaign projects.
Content Creation	
Key Metric	How Success is Measured
Generated and guided the development of compelling, accurate content for diverse audiences.	<ul style="list-style-type: none"> Prepare reports, briefs and other content to explain investigative and research findings to a variety of audiences and communication channels. Maintain components of the Greenpeace Australia Pacific website as required.
Reporting	
Key Metric	How Success is Measured
Provided transparent and effective reporting on strategies, approach and implementation	<ul style="list-style-type: none"> Provide transparent and effective reporting of research and investigations strategy, approach, implementation and progress. Prepare regular reports for Head of Research and Investigations or Program Director as required.
Compliance with Framework Conditions	
Key Metric	How Success is Measured
Was compliant with Greenpeace policies and did not bring Greenpeace into disrepute	<ul style="list-style-type: none"> Abide by Greenpeace Australia Pacific Code of Conduct and Integrity policies. Ensure that your personal or campaign activities will not bring Greenpeace into disrepute (in case of doubt you will be expected to discuss the issues with the Head of Research and Investigations or the Program Director).

Role Requirements

Knowledge

- Strong understanding of power from a political and business point of view
- Understanding of policy and how this can shape real world outcomes
- Knowledge and/or experience in national or international campaigning
- Proven knowledge of the business, finance and political sector

Skills

- Strategic analysis and the ability to assess points of intervention/leverage to achieve outcomes
- Diverse formal research and investigative skills, both desk and field
- Intellectual ability to understand dynamic scientific, social and political issues
- Intellectual ability to understand legal issues necessary for the job
- Detail record keeping
- Excellent writing skills
- Problem solving skills, and the ability to create clear, simple solutions
- Adapting communication for a range of audiences
- Ability to work effectively with the media
- Risk (legal, reputational) assessment skills
- Ability to work with contractors and volunteers

Experience

- Experience in the development of a clear campaign strategy
- Proven ability to obtain and distill information for public audiences
- At least three(3) years experience in an investigative role in a campaigning or communications context
- At least three (3) years experience in research formulation and execution in a high level setting

Employee Commitment	
Signature:	Date: