

Job and Person Specification

Position Details			
Position	Communications Officer	Employment Status	Full-time fixed term
Section	Corporate Services	Position Number	P44078
Positions Reports to	Manager Engagement and Communications	Remuneration	ASO4

Primary Purpose
<p>The Organisation</p> <p>The Independent Commission Against Corruption is established by the <i>Independent Commission Against Corruption Act 2012</i>.</p> <p>The primary functions of ICAC are to:</p> <ul style="list-style-type: none"> • identify and investigate corruption in public administration; and • prevent or minimise corruption in public administration, including through education and evaluation of practices, policies and procedures. <p>ICAC is headed by the Commissioner.</p> <p>Our Values</p> <ul style="list-style-type: none"> • Excellence We lead by example and demonstrate best practice. We continually strive to improve our capabilities, skills and knowledge. We are curious, courageous, rigorous, and professional. • Independence We conduct ourselves without fear or favour and make decisions according to law. We understand that we have a particular responsibility that is ours alone. We take our responsibilities seriously and use our powers carefully. • Respect We treat everyone with respect. • Accountability We use our resources responsibly. We scrutinise ourselves as vigorously as we scrutinise others. • Integrity We are fair and unbiased in all our dealings. We are honest, trustworthy, reliable and fearless in fulfilling our duties. • Collaboration We encourage the sharing of knowledge and ideas. We actively seek the perspectives and contribution of others. We work together to achieve best outcomes.

The Role

The Communications Officer supports the delivery of clear, timely and engaging internal and external communications across a range of channels. Demonstrating initiative and an eye for detail, the Communications Officer collaborates with internal teams, develops and distributes communications materials, drafts communications plans, coordinates tasks, maintains ICAC's digital and social channels and supports education events and initiatives.

Key Responsibilities

- Under the guidance of the Manager Engagement and Communications, coordinate the production and release of ICAC publications and resources.
- Proofread and review materials to ensure spelling and grammar are correct, adherence with ICAC's style guidelines, correct use of ICAC's brand, and consistent messaging.
- Draft simple communications plans, including audience identification, key message development and tactics.
- Create content for the ICAC's external channels including social media, website, e-newsletter, PowerPoint presentations, and other resources as required.
- Coordinate day-to-day social media planning, drafting, scheduling, publishing and monitoring.
- Maintain ICAC's website and online learning system.
- Support the delivery of ICAC's internal communications, including email newsletters, intranet updates and other content as requested.
- Use design software to create visual communications products for internal and external audiences.
- Work with internal teams to gather information and create content for prevention, education and internal communication activities.
- Support the delivery of a range events, workshops and presentations, including event logistics.
- Assist in sourcing goods and services for the delivery of communications functions, and liaise with suppliers, in line with the ICAC's procurement policies and procedures.
- Serve as a responsive point of contact for ICAC staff in the development and coordination of projects, reports and communications and engagement materials.
- Ensure the administration and completion of communications tasks is timely, orderly and effective.

Contribute to the achievement of ICAC's statutory functions and operational effectiveness:

- Establish and maintain open and effective working relationships with internal and external stakeholders.
- Participate in planning, policy and decision-making processes, regularly reviewing and reporting information, and making recommendations to improve efficiency and effectiveness.
- Actively contribute to strategic projects and participate in working groups and committees.

ICAC is a small agency which utilises multidisciplinary teams. While each staff member has their own primary responsibilities and duties, all employees need to maintain a flexible approach and be team focused to meet the challenges faced by the agency.

You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform.

Essential Selection Criteria	
Technical Expertise	<ul style="list-style-type: none"> • Demonstrated experience in developing communications collateral for different audiences and channels (eg e-newsletters, websites, fact sheets etc). • Experience in editing, formatting and proofreading reports, documents and collateral. • Experience in developing and implementing communication plans. • Experience in making website changes. • Experience in generating content for, and monitoring, social media channels. • Demonstrated ability to produce high-quality content and presentation materials.
Knowledge and Skill	<ul style="list-style-type: none"> • High level written and verbal communication skills. • Demonstrated ability to work both autonomously and within team settings to achieve results in a timely fashion. • Knowledge and understanding of the principles of effective communication. • Excellent attention to detail and demonstrated ability to organise and interpret information. • Excellent interpersonal skills and ability to work collaboratively with internal and external stakeholders. • Knowledge of working within and upholding branding guidelines. • Demonstrated ability to manage competing tasks and priorities. • Ability to use tact and discretion in dealing with confidential information. • Sound understanding of information management processes and systems.
Personal Qualities	<ul style="list-style-type: none"> • Integrity: High level of honesty, integrity, professionalism and ethical conduct. • Resilience: Ability to remain calm under pressure, maintain high levels of energy and accept constructive feedback. • Team work: Shares information and works well with the different working styles of others. • Initiative: Drive, motivation and proactivity with a commitment to continuous learning. • Flexibility: Adaptable, receptive and able to adjust easily to changing work demands and circumstances.
Desirable Selection Criteria	
Technical Expertise	<ul style="list-style-type: none"> • Tertiary qualification or experience in communications, public relations, journalism, marketing or related field. • Experience in the use of the relevant software and platforms including Campaign Monitor, LinkedIn, Squiz, Eventbrite, Canva (or Adobe creative suite), video editing software, content management systems and MS Teams.

	<ul style="list-style-type: none"> • Experience in supporting the coordination and delivery of events. • Demonstrated ability to conduct research and to summarise and analyse information.
Knowledge and Skill	<ul style="list-style-type: none"> • An understanding of public administration, including state and local government structures, processes and integrity risks.

Special Conditions

- Candidates must meet citizenship or permanent residency requirements.
- Candidates must be able to obtain and maintain a security clearance at Negative Vetting Level 1.
- Appointment will be subject to reference checks.
- Appointment may be subject to psychometric, medical and/or competency testing.
- An offer of employment will not be made without a satisfactory security and integrity assessment.
- A probationary period may apply.
- An employee may be required to work non-standard hours.
- An employee may be required to travel intrastate / interstate as directed by the Commissioner.

Compliance

The employee is responsible and accountable for compliance with the following legislative requirements and/or associated policies and procedures:

- *Independent Commission Against Corruption Act 2012*
- *Public Sector (Honesty and Accountability) Act 1995*
- *State Records Act 1997*
- *Work Health and Safety Act 2012*
- Code of Ethics for the South Australian Public Sector
- Independent Commission Against Corruption approved policies and procedures including Information Security Management System policies.

APPROVAL



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COMMISSIONER/DELEGATE

15/04/2026

ACKNOWLEDGEMENT

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INCUMBENT'S SIGNATURE

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INCUMBENT'S FULL NAME