

JOB AND PERSON SPECIFICATION

Position Details			
Position	Manager Investigations	Employment Status	Full-time fixed term
Section	Investigations	Position Number	P00661
Positions Reports to	Director Investigations	Remuneration	INV3

Primary Purpose

The Organisation

The Independent Commission Against Corruption is established by the Independent Commission Against Corruption Act 2012.

The primary functions of ICAC are to:

- 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.

ICAC is headed by the Commissioner.

Our Values

- **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

Reporting to the Director Investigations, the Manager Investigation leads a team of investigators to deliver high-quality investigative outcomes. Responsible for allocating resources and overseeing the investigative process, the Manager Investigations provides strategic direction to ensure investigations are conducted efficiently, effectively, and in line with organisational priorities. Working collaboratively across all sections of ICAC, the Manager Investigations promotes a coordinated approach to investigations and supports the delivery of consistent, high-standard outcomes. Success in the role relies on strong leadership, sound judgement, and the ability to build productive relationships with key internal and external stakeholders.

Key Responsibilities

- Lead, motivate and manage the ICAC investigations team to deliver high quality investigations outcomes while upholding the highest standards of professionalism.
- Assist the Director Investigations to approve the planning, coordination and execution of investigations, including investigations which may be undertaken in collaboration with other law enforcement agencies.
- Manage and allocate resources, including equipment, to ensure investigations are carried out according to organisational priorities.
- Work collaboratively with all sections of ICAC, to develop and implement investigation strategies.
- Build and maintain strategic partnerships which enable ICAC to enhance its investigational activities and capabilities.
- Work with the Operational Compliance team to ensure operational activities are carried out in accordance with relevant legislation, policies and procedures.
- Provide guidance and advice to investigators on the strategy of investigations.
- Prepare and oversee the preparation of investigation reports and briefs of a high standard.
- Report on the status and outcomes of investigations to internal and external stakeholders including the development of key performance indicators for investigative work and ensuring that targets identified are achievable and met across all aspects of investigations.
- Review investigation plans, oversee tactical operations and follow up actions allocated to the investigations team.
- Conduct investigations in high priority, sensitive and complex matters, including providing critical advice and recommendations to the Commissioner, Deputy Commissioner and Director Investigations.
- Take responsibility for the proactive planning and procurement of investigations related equipment and systems, in conjunction with the ICAC Procurement Officer, and the Manager ICT Services respectively.
- Act as the Agency Security Advisor, supporting the Agency Security Executive to provide expert advice on a broad range of matters relating to security to ensure that ICAC meets standards as set by legislation and the SA Protective Security Framework.

Contribute to the achievement of the 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 contributing to projects, participating in working groups and committees and to internal and external training programs.

ICAC is a relatively 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 in order 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"> • High level expertise in criminal investigation and/or complex and sensitive investigations. • Successfully completed a Detective/Investigator training course or equivalent.
Knowledge and Skill	<ul style="list-style-type: none"> • Demonstrated ability to lead and manage a team, motivate and engage staff and manage performance in order to deliver excellence. • Demonstrated ability to successfully plan and manage multiple concurrent projects/investigations, determine priorities, use judgement and initiative to meet demanding deadlines. • Proven high level communication skills, including preparing and presenting strategies, reports, plans, proposals and correspondence. • High level interpersonal skills including ability to build and maintain professional relationships, liaise, consult, negotiate, influence and engage key stakeholders. • Experience in administering investigations using a case management system. • Experience in coordinating disclosure of material obtained in the course of an investigation including issues of public interest immunity and legal professional privilege. • Experience giving evidence before a court or tribunal.
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.

	<ul style="list-style-type: none"> • 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	
Technical Expertise	<ul style="list-style-type: none"> • High level contemporary experience in Telecommunication Interceptions, Listening and Surveillance Devices, human sources and undercover operations and/or similar complex strategies. • Demonstrated experience in planning and coordinating examinations or coercive hearings.

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

J. Howard

28/05/2026

.....
COMMISSIONER/

ACKNOWLEDGEMENT

.....
INCUMBENT'S SIGNATURE

...../...../.....

.....
INCUMBENT'S FULL NAME