

JOB AND PERSON SPECIFICATION

Position Details			
Position	Manager Legal and Prevention	Employment Status	Full-time fixed term
Section	Legal Prevention and Compliance	Position Number	P58834
Positions Reports to	Deputy Commissioner	Remuneration	LEC5

Primary Purpose
<p>The Organisation</p> <p>The Independent Commission Against Corruption is established by the Independent Commission Against Corruption Act 2012.</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

Reporting to the Deputy Commissioner, the Manager Legal and Prevention is one of two equivalent positions responsible for leading and managing of a multidisciplinary team that delivers timely, high quality legal advice and assistance, develops and implements research and education programs, and evaluates practices, policies and procedures of public authorities to support the statutory functions of ICAC. Working collaboratively across ICAC, the Managers Legal and Prevention ensure legal and prevention services are provided efficiently, effectively and to a consistently high standard. Success in the role is underpinned by the ability of the two Managers Legal and Prevention to work collaboratively to ensure consistent and quality work outcomes while building strong partnerships with key internal and external stakeholders.

Key Responsibilities

- Lead, motivate and manage a small multi-disciplinary team to deliver high quality legal and prevention advice and assistance in relation to the discharge of statutory functions by ICAC.
- Work with the Deputy Commissioner to ensure all legal advice and activities are undertaken in compliance with legislation, directions, guidelines and policies.
- Review legal advice and provide guidance and coaching to legal officers to ensure quality and consistency, including the settling of advices and other documents.
- Personally provide timely high quality legal advice and assistance in more complex matters in relation to the discharge of statutory functions by ICAC.
- Represent ICAC in the Supreme Court of South Australia in relation to applications made under the ICAC Act and in other courts and tribunals as required.
- Appear as counsel assisting in examinations conducted pursuant to the ICAC Act.
- Lead the preparation of strategic and statutory reports including evaluation reports, annual reports, reviews, research reports and other reports and work with the Manager Communications and Engagement in the planning, preparation and publication of final reports to Parliament
- Assist the Deputy Commissioner to deliver prevention and communication strategic projects, including undertaking complex problem solving and effectively negotiating and maintaining professional relationships with internal and external stakeholders, including other anti-corruption, integrity and oversight agencies.
- Lead the preparation of intelligence-based strategic recommendations to the Commissioner as to the use of the power to conduct evaluations under the ICAC Act and the conduct of evaluations into the practices, policies and procedures of an inquiry agency or public authority
- Lead the provision of expert analysis, conclusions and recommendations about the adequacy and appropriateness of integrity related practices, policies and procedures across public administration or in relation to an agency subject to an evaluation or inquiry by the Commissioner or Deputy Commissioner
- In partnership with the Manager Communications and Engagement, assist with the development and delivery of campaigns to improve reporting of corruption in South Australian public administration.
- Build and maintain strategic partnerships with external stakeholders to increase anti-corruption literacy and improve reporting of corruption in South Australian public administration.
- Engage and collaborate with public authorities to influence the conduct and practices within those authorities.

- Work across ICAC to ensure quality legal and prevention support and initiate and maintain collaborative relationships with internal stakeholders.
- Oversee the provision of and provide training, assistance, guidance, advice and support to Commission employees and other public officers in relation to legal and prevention disciplines.
- Prepare and oversee the preparation of responses to proposals for legislative and regulatory amendment.

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 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 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

<p>Technical Expertise</p>	<ul style="list-style-type: none"> • Bachelor of Laws or equivalent qualification from a recognised tertiary institution. • Hold, or be eligible to obtain, an unrestricted South Australian practising certificate. • Significant expertise providing legal advice regarding the discharge of statutory powers in a law enforcement environment or in the context of complex investigations. • Demonstrated experience in litigation and advocacy. • A sound understanding of the political, social and organisational environment in which the ICAC operates, including contemporary knowledge of government structures, functions and processes.
<p>Knowledge and Skill</p>	<ul style="list-style-type: none"> • Demonstrated ability to lead people, motivate and engage employees and managing performance in order to deliver excellence. • Ability to lead a team of legal practitioners and prevention analysts to deliver high quality legal advice and effective prevention activities . • Experience providing legal advice in relation to the operations of a law enforcement agency or other investigative agency. • Capacity to identify trends and issues relevant to ICAC in the discharge of its statutory functions, and to make recommendations accordingly.

	<ul style="list-style-type: none"> • High level political knowledge and the ability to shape and frame politically sensitive responses to inquiries. • Demonstrated high level of communication and report writing including ability to provide written legal advice on complex and difficult matters in a clear, timely and accurate manner and to adapt the communication to the required audience. • Demonstrated ability to distil complex legal concepts into appropriately worded policies and processes. • Demonstrated ability to present complex legal matters in a clear, cogent and understandable manner. • Demonstrated excellence in making sound and rational decisions in a timely manner.
<p>Personal Qualities</p>	<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.
<p>Desirable Selection</p>	
<p>Knowledge and Skill</p>	<ul style="list-style-type: none"> • Experience in providing legal advice regarding the enforcement of criminal law in South Australia. • Experience in preparing and settling applications for warrants and other applications in a law enforcement setting. • Detailed knowledge of the operations of the South Australian Public Sector, Local Government and the criminal justice system.

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 Act 2009* and the Code of Ethics for the South Australian Public Sector
- *Public Sector (Honesty and Accountability) Act 1995*
- *State Records Act 1997*
- *Work Health and Safety Act 2012*
- Independent Commission Against Corruption approved policies and procedures including Information Security Management System policies.

APPROVAL

A. H. Townsend
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COMMISSIONER/DELEGATE

3/07/2026

ACKNOWLEDGEMENT

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INCUMBENT'S SIGNATURE

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INCUMBENT'S FULL NAME