

JOB AND PERSON SPECIFICATION

Position Details

Position	Senior Investigator	Employment Status	Term Contract
Section	Investigations	Position Number	TBA
Positions Reports to	Principal Investigator	Classification	INV2

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

Working within a multi-disciplinary team to conduct and lead complex and sensitive investigations into allegations that fall within ICAC's jurisdiction, the Senior Investigator will ensure high quality investigational techniques are undertaken in investigations, including taking statements and interviewing suspects and witnesses. Preparing briefs of evidence for prosecutions and/or investigation reports to the Commissioner are core to the role. Quality briefs will require identifying and collecting evidence, investigative interviewing, and preparing statements in a manner that all available evidence is suitable for production in court in accordance with the rules of evidence. Success in the role is underpinned by the ability to work effectively in multi-disciplinary teams and build and maintain positive working relationships with key internal and external stakeholders.

Key Responsibilities

- Conduct and lead investigations as assigned including leading complex and sensitive investigations in accordance with legislation and ICAC's policies and procedures.
- Work within multi-disciplinary teams to ensure effective investigation outcomes and initiate and maintain collaborative relationships with internal and external stakeholders.
- Identify and collect evidence and prepare statements and/or declarations to ensure their suitability for presentation before a Court in accordance with the rules of evidence.
- Prepare reports, investigation plans and tactical operation plans review and approval.
- Prepare briefs of evidence for review and referral to law enforcement agencies for prosecution.
- Work with ICAC's Legal Officers to prepare applications for warrants, notices and summonses in accordance with legislation.
- Conduct effective interviews of persons under investigation and others who may provide information in relation to investigations being conducted.
- Develop information sources.
- Give evidence in proceedings before courts and tribunals.
- Ensure compliance with relevant legislation, internal policies and procedures and ensure investigative actions align with the strategic and operational priorities of ICAC.
- Ensure the handling of exhibits during an investigation and their disposal at the completion of an investigation in accordance with ICAC's policies and procedure.
- Mentor and guide investigators to ensure high quality investigational techniques are undertaken in investigations, including taking statements and interviewing suspects and witnesses.

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

- Establishing and maintaining open and effective working relationships with internal and external stakeholders.
- Participating in planning, policy and decision making processes, regularly reviewing and reporting information, and making recommendations to improve efficiency and effectiveness.
- Actively contributing to projects and participating in working groups and committees.

ICAC is a small agency which utilises multi-disciplinary 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.ou 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	• High level expertise in complex and sensitive investigations. • Significant experience in a substantive investigator position in a law enforcement agency, anti-corruption agency or equivalent.
Knowledge and Skill	• Ability to initiate innovative lines of enquiry and investigation. • Ability to solve problems by searching for facts and analysing issues from different perspectives, drawing sound inferences from information. • Ability to make rational and sound decisions based on consideration of the facts and alternatives available. • Experience in interviewing people to extract relevant information. • Experience in or ability to interpret and apply legislation. • Ability to seek more efficient ways of doing things and focus on activities and projects that will bring the best business return for the team. • Demonstrated high level of written and oral communication skills. • Demonstrated experience in administering investigations using a case management system.
Personal Qualities	• 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

Technical Expertise	• Experience in criminal investigation. • Proficient understanding of social media sites and the lawful use of those media to assist investigations. • Experience in the investigation of corruption, fraud and related crime.
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Knowledge and Skill

- Experience in applying for Telecommunication Interception warrants, Listening and Surveillance device warrants and Bankers Orders.
- Experience in the giving of evidence before a court or tribunal.

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



COMMISSIONER/DELEGATE

21/07/2026



ACKNOWLEDGEMENT

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INCUMBENT’S SIGNATURE

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INCUMBENT’S FULL NAME