

JOB AND PERSON SPECIFICATION

Position Details

Position	Investigator	Employment Status	Term Contract
Section	Investigations	Position Number	TBA
Positions Reports to	Principal Investigator	Classification	INV1

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 complex and sensitive investigations into allegations that fall within ICAC's jurisdiction, the Investigator is required to have well developed problem solving and analytical skills and the ability to develop knowledge of relevant legislation. It is expected the Investigator will have strong written communication and interpersonal skills and experience in planning and conducting investigations or relevant tertiary qualifications to inform investigative work. 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 investigations as assigned and 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 for 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.
- Monitor and review telecommunications interceptions and listening device products.
- Develop information sources.
- Prepare documentation for hearings conducted under the ICAC Act.
- 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 procedures.

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	• Demonstrated expertise in enabling contribution to the planning and conducting of investigations.
Knowledge and Skill	• Ability to develop investigation plans and to adapt and revise plans in light of further information and evidence, available resources, and unexpected events. • Ability to initiate innovative lines of inquiry and investigation. • Demonstrated analytical skills and an ability to think laterally. • 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 work efficiently and collaboratively in order to achieve strategic and operational objectives. • High level of written and oral communication skills and an ability to communicate with people of diverse background, occupation, and seniority, both internal and external to ICAC.
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 investigative work in a law enforcement agency or government agency or similar and/or tertiary qualifications in law, accounting, commerce or information technology. Experience in the investigation of corruption, fraud and related crime.
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Knowledge and Skill

- Ability to solve problems by searching for facts and analysing issues from different perspectives, drawing sound inferences from information.
- Experience in operating a case management 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 (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