

JOB AND PERSON SPECIFICATION

Position Details

Position	Intelligence Analyst	Employment Status	Full-time fixed term
Section	Investigations	Position Number	P36106
Positions Reports to	Principal Intelligence Analyst	Remuneration	ASO5

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, fairness and courtesy. We take our responsibilities seriously and use our powers carefully.
- **Accountability**
We are responsible for our actions and decisions. 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 Principal Intelligence Analyst, the Intelligence Analyst provides high level support in the production of intelligence outputs and outcomes for the investigation and prevention of corruption in public administration.

Working within a multi-disciplinary environment, the Intelligence Analyst demonstrates excellent attention to detail and critical thinking skills.

Success in the role is underpinned by the ability to work in partnership with key internal and external stakeholders.

Key Responsibilities

- Prepare intelligence reports and products including recommending various options for actions to support investigations and the prevention of corruption.
- Maintain the intelligence cycle through timely and accurate analysis from multiple sources including all relevant information from current and past investigations and other sources.
- Apply critical thinking skills to interrogate databases and other research sources to identify links to support investigations and the collection of further intelligence.
- Analyse highly confidential information obtained from various sources and assess for relevance as supporting evidence or intelligence.
- Monitor and collect information obtained throughout covert operations in accordance with law.
- Assist in the collation and analysis of case management data for reporting purposes.
- Carry out security and integrity checks of contractors using various databases.
- Manage transfer and receipt of confidential information using the Commission's secure file transfer system.

Contribute to the achievement of the Commission'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.

The Commission 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 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	• Demonstrated experience in the use of computer systems and applications in an investigative or intelligence environment. • Experience in the use of computerised information management systems to interpret data and provide advice and recommendations on appropriate courses of action.
Knowledge and Skill	• Demonstrated ability to think critically with high attention to detail. • Demonstrated ability to learn complex new technologies or functions to a proficient standard. • Ability to work with limited supervision, set priorities, meet deadlines and to adapt to changing operational requirements. • Sound ability to liaise with a diverse range of people and to work effectively as an individual or as a member of a multi-skilled team. • Highly developed written skills with a demonstrated ability to produce clear, concise, accurate assessments and reports.
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. • Teamwork: 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	• Formal qualifications in an investigative or intelligence environment including complex or protracted criminal investigations or demonstrated equivalent experience.
Knowledge and Skill	• Demonstrated ability to research and analyse information, forecast trends, identify issues, and use astute and sound judgement. • Sound organisational skills and demonstrated ability to manage a constant workload and to adapt to changing operational requirements. • Business focus with an ability to identify and implement continuous improvement in processes.

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

30/07/2026

ACKNOWLEDGEMENT

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INCUMBENT'S SIGNATURE

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INCUMBENT'S FULL NAME