

Job and Person Specification

Position Details			
Position	Operations Compliance Officer	Employment Status	Full-time fixed term
Section	Legal, Prevention & Compliance	Position Number	TBC
Positions Reports to	Manager Operational Compliance	Remuneration	ASO 6

Primary Purpose
The Organisation The Independent Commission Against Corruption is established by the Independent Commission Against Corruption Act 2012. The primary functions of the Commission 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. The Commission 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 as an integral member of the Legal, Prevention and Compliance Section, the Operations Compliance Officer supports the Manager Operational Compliance to ensure the Commission's investigative and other operational activity is undertaken in compliance with all relevant legislation. Providing significant management and administration to assist in ensuring agency legislative compliance for telecommunication interception and surveillance device warrants, authorisations and notices, preparing operational compliance reports and coordinating an internal audit programme of the Commission's operational activities are key responsibilities. With exceptional organisational skills, accountability and attention to detail, the Operations Compliance Officer is responsible for and effectively prioritises and manages multiple, and at times conflicting, tasks and deadlines to achieve operational and business priorities. Strong interpersonal skills are essential with the ability to effectively liaise and interact with a range of internal and external stakeholders.

Key Responsibilities

- Support the Manager Operational Compliance to ensure operational activities are conducted in an open and honest manner in accordance with relevant legislative obligations.
- Under the guidance of the Manager Operational Compliance, prepare the Commission's instruments of approval, authorisation or delegation.
- Provide management and practical application and administration of the following requirements to assist the Manager Operational Compliance in ensuring legislative compliance:
 - The interception of telecommunications regime, including the production of evidentiary material, in accordance with Chapter 2 of the Telecommunications (Interception and Access) Act 1979 (Cth).
 - The preservation and accessing of stored communications regime, including the production of evidentiary material, in accordance with Chapter 3 of the Telecommunications (Interception and Access) Act 1979 (Cth).
 - The access to telecommunications data regime, including the production of evidentiary material, in accordance with Chapter 4 of the Telecommunications (Interception and Access) Act 1979 (Cth).
 - The establishment of the international production orders regime in accordance with Schedule 1 of the Telecommunications (Interception and Access) Act 1979 (Cth).
 - The Commission's industry assistance regime in accordance with Part 15 of the Telecommunications Act 1997 (Cth).
 - The surveillance devices regime, including the production of evidentiary material, in accordance with the Surveillance Devices Act 2016 (SA) and the Surveillance Devices Regulations 2017 (SA)
- With the Manager Operational Compliance, assume responsibility for the management and conduct of audits as per the ICAC internal audit program to ensure and demonstrate compliance with relevant legislation, policies and procedures and maintain relevant registers.
- Assess and evaluate available data and ensure that any and all suspected breaches of legislative requirements or procedures are brought to the attention of the Manager Operational Compliance.
- Prepare draft reports for the consideration of the Manager Operational Compliance as required by the Telecommunications (Interception and Access) Act 1979 (Cth), Telecommunications (Interception) Act 2012 (SA), Telecommunications Act 1997 and Surveillance Devices Act 2016 (SA) and other relevant legislation.
- Take responsibility for logistical and operational support to the Manager Operational Compliance during compliance inspections.

- Ensure the professional delivery of compliance training to ICAC staff (including investigators and intelligence officers) relating to legislative requirements and procedures to be followed for making applications to exercise intrusive authorities and administering sensitive records.
- Ensure accurate and timely technical advice and assistance is available and accessible to Commission staff, especially Investigators, to lawfully apply for and exercise intrusive authorities to best support investigative objectives and outcomes.
- Assist to administer the Commission's exhibit management system including conducting regular audits of exhibit holdings.
- Assist to administer the transfer and receipt of confidential information using the Commission's secure file transfer system.
- Assist to receive, register and maintain matters referred to the Commission for investigation in accordance with established policies and procedures.
- Assist to receive, register and maintain enquiries received via email, in writing, over the telephone and in person in accordance with established policies and procedures.
- Assist to administer referrals of corruption matters to law enforcement agencies including drafting correspondence on behalf of the Commissioner and Director Investigations.
- Assist to administer the Commission's body worn video recording software including extracting audio-video data for investigations.
- Work with the Manager Operational Compliance to review and maintain internal systems, policies and procedures to support the effective delivery of operational activities.
- Build and maintain professional relationships with domestic telecommunications providers and partner law enforcement agencies to support investigations and maintain best practice operational compliance.
- Contribute to the achievement of the Commission'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.
- Relieve the Manager Operational Compliance as required.

The Commission 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

Technical Expertise

- Demonstrated experience in law enforcement, governance or legislative compliance.
- Demonstrated experience in applying legislative provisions to ensure compliance and best practice within T.I. and S.D regimes.

	• Demonstrated experience in applying legislative provisions to support and achieve investigative outcomes within T.I. and S.D regimes • Experience in capturing and cataloguing electronic and physical records within a compliance framework. • Demonstrated ability to assess risk and manage data to ensure service delivery requirements are achieved. • Experience using enterprise case and/or content management systems.
Knowledge and Skill	• Demonstrated knowledge of the current domestic telecommunications service provider environment and understanding of services / records available to law enforcement agencies. • Strong communications skills both written and verbal. • High attention to detail and high level of accountability. • Demonstrated ability to work autonomously, organise work, determine priorities and build and maintain positive professional relationships. • Demonstrated ability to use tact, diplomacy and discretion when dealing with sensitive matters.
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 Criteria

Knowledge and Skill	• Demonstrated ability for innovative and analytical thought. • Ability to recognise opportunities for continuous improvement. • Knowledge and understanding of a justice and integrity working environment. • Demonstrated ability to consult in order to gain knowledge of underlying factors and issues affecting the operating environment.
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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.

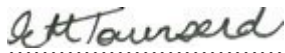
- Appointment will be subject to reference checks.
- Appointment may be subject to psychometric, medical and/or competency testing.
- An offer of employment will not be made without a satisfactory security and integrity assessment.
- A probationary period may apply.
- An employee may be required to work 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*
- *Public Sector Act 2009* and Code of Ethics for the South Australian Public Sector
- Independent Commission Against Corruption approved policies and procedures including Information Security Management System policies.

APPROVAL



25/06/2026

COMMISSIONER/DELEGATE

ACKNOWLEDGEMENT

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INCUMBENT'S SIGNATURE

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INCUMBENT'S FULL NAME