

JOB AND PERSON SPECIFICATION

Position Details

Position	Legal Officer	Employment Status	Full-time or part-time fixed term
Section	Prevention, Legal and Compliance	Position Number	TBC
Positions Reports to	Manager Legal and Prevention	Remuneration	LEC3

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

Reporting to the Manager Legal and Prevention, the Legal Officer is responsible for providing high-quality legal advice to support the statutory functions of ICAC. The Legal Officer assists ICAC to identify and respond to strategic issues associated with the discharge of its statutory functions. The incumbent is expected to exercise their own judgement in carrying out their legal duties, subject to supervision from time to time.

Key Responsibilities

- Provide timely high-quality legal advice and assistance in respect of matters of moderate complexity regarding the discharge of statutory functions by ICAC.
- Advise on matters of moderate complexity connected with corruption investigations with minimal supervision, including matters relating to the exercise of powers, applications for warrants, briefs of evidence, management of exhibits, disclosure of evidence and legislative compliance obligations.
- Work within multi-disciplinary teams to ensure effective investigation outcomes.
- 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.
- In conjunction with the Manager Legal and Prevention, liaise with and brief the Crown Solicitor's Office and private counsel.
- Under the guidance of the Manager Legal and Prevention, assist in the conduct of evaluations of public sector agencies under section 40 of the ICAC Act.
- Work with the Manager Legal and Prevention to prepare reports to Parliament under sections 40, 41 and 42 of the ICAC Act.
- Support ICAC to provide training, assistance, guidance, advice and support to Commission employees and other public officers on legal issues.
- Assist the Manager Legal and Prevention in 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.
- 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

Technical Expertise	• Bachelor of Laws or equivalent qualification from a recognised tertiary institution. • Hold, or be eligible to obtain, a South Australian practising certificate. • Demonstrated experience of legal practice in the SA jurisdiction for a minimum of four years. • Demonstrated ability to provide legal advice regarding the discharge of statutory powers. • Ability to provide legal advice in relation to the enforcement of the criminal law.
Knowledge and Skill	• Capacity to identify trends and issues of relevance to ICAC in the discharge of its statutory functions, and to make recommendations accordingly. • Demonstrated ability to produce high quality written legal advice on matters of moderate complexity in a clear, timely and accurate manner. • Demonstrated ability to distil legal concepts into appropriately worded policies and processes. • Willingness to undertake professional advancement through participation in continuing legal education.
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 providing legal advice in relation to administrative decision making processes. • Demonstrated relevant post admission experience.
Knowledge and Skill	• Knowledge of the operations of the South Australian government and administrative law principles. • Knowledge of the ICAC Act 2012.

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

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COMMISSIONER/DELEGATE

17 / 09 / 2026
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ACKNOWLEDGEMENT

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INCUMBENT'S SIGNATURE

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INCUMBENT'S FULL NAME