

JOB AND PERSON SPECIFICATION

Position Details

Position	Strategic Research and Data Analyst	Employment Status	Full time fixed term
Section	Investigations	Position Number	P53956
Positions Reports to	Manager Intelligence	Remuneration	ASO6

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

The Strategic Research and Data Analyst is an integral member of the Investigations team. The role supports the ICAC's research functions by developing high quality objective, accurate and responsive outputs as a result of evidence-based observations and analysis of complex information, culminating in the making of recommendations that provide insights to inform ICAC's investigation and prevention initiatives. The Strategic Research and Data Analyst will work with the Manager Intelligence to identify and access structured and unstructured data from multiple sources, dependent upon availability. Success in the role is underpinned by excellent written and verbal communication skills and the ability to work in partnership with key internal and external stakeholders.

Key Responsibilities

- Conduct research and analysis from structured and unstructured data and a range of source materials to facilitate more proficient data access for use in the development of public reports for prevention of corruption initiatives.
- Compile, assess, analyse and summarise large volumes of information, identify trends and patterns and make evidence-based observations and subsequent recommendations to inform the Commissioner of existing or emerging corruption events or risks.
- Assist in the identification of areas of development to capture a wider field of research data, including structured and unstructured data from multiple sources, to inform and advise the ICAC in relation to optimal use of its investigative and prevention resources.
- Undertake responsibility for assessing the quality, accuracy and reliability of data used for ICAC analyses which includes the coordination and production of visualisation, infographics, reports and briefings where the methods and algorithms used may be documented.
- Under supervision, prepare reports for the Commissioner and other stakeholders detailing research, analysis, and operational observations, proposing evidence-based recommendations that focus on preventing or minimising corruption in public administration.
- Assist in the development and distribution of surveys and the analysis of survey results, providing insights and recommendations to a standard suitable for inclusion in public reports.
- Assist with coordinating and preparing materials for interviews of witnesses, who are executives and employees of public authorities.
- Contribute to the development, maintenance and proper use of data analytic tools and systems to effectively support a data research function within the ICAC.

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.
- 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.

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	• Tertiary qualifications in data science or related studies, or demonstrated equivalent experience in research.
Knowledge and Skill	• Demonstrated ability to research and analyse information utilising a range of data analysis tools, forecast trends, identify issues and use astute and sound judgement. • Experience in working independently and efficiently to identify, collect, interrogate, integrate and conduct quality assurance and integration of complex data. • Demonstrated skills in information software systems and databases, with strong attention to detail and curiosity to understand data. • High level interpersonal skills including the ability to build and maintain professional relationships and engage key stakeholders. • Demonstrated ability to critically analyse complex and voluminous amounts of information to identify and summarise the key points including trends and patterns. • Excellent oral and written communication skills, including the ability to contribute to the researching and writing of high level 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.
	Team work	Can share information and work 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	• Demonstrated ability to capture and manage large volumes of information in an ordered system to facilitate referencing to an academic or legal standard.	
Knowledge and Skill	• Experience undertaking projects of work including complex linked datasets, large structured/unstructured datasets, data extraction and preparation tools and techniques, writing scripts, undertaking data analysis and/or data mining. • Contemporary knowledge of the functions and operations of State Government departments, statutory authorities and local councils. • A sound understanding of the political, social and organisational environment in which ICAC operates.	

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



16/09/2026

COMMISSIONER/DELEGATE

ACKNOWLEDGEMENT

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INCUMBENT'S SIGNATURE

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INCUMBENT'S FULL NAME