

INDEPENDENT COMMISSION AGAINST CORRUPTION	
POSITION DESCRIPTION	
Position title	Senior Corruption Prevention Officer
ICAC Grade	ICAC Officer Grade 5
Division	Corruption Prevention
Reporting relationship	Reports to a Principal Officer of the Corruption Prevention Division
Position description updated	March 2017

1. PURPOSE OF POSITION

To examine and review the laws governing, and the practices and procedures of NSW public authorities and public officials, and to educate and advise public officials with a view to reducing the likelihood of corrupt conduct and to promote the integrity and good repute of public administration.

2. NATURE AND SCOPE OF POSITION

- Undertake the corruption prevention and integrity building work of the Commission in connection with investigations, prevention projects, and the provision of education and advice to public authorities and public officials.
- Undertake system and organisational analysis, develop recommendations for change, undertake corruption on investigation work and projects including preparing hearing briefs on corruption prevention issues, contributing corruption prevention content in investigation reports, writing and producing corruption prevention publications and delivering corruption prevention papers, education and training workshops to NSW public officials.

3. PERFORMANCE ACCOUNTABILITIES

Quality

- Hearing briefs, corruption prevention publications and advice are prepared in conjunction with principal officers and corruption prevention team members and are of a high standard, timely, relevant, legally and factually accurate, and meet the Commission's strategic objectives.
- Public sector operational and organisational corruption risks are appropriately identified and addressed.
- Recommendations made to public sector authorities are informed by comprehensive and accurate analysis and are seen as important and beneficial.

Operational effectiveness

- Work is undertaken in keeping with agreed priorities and time and resources are optimally applied.
- Information about significant risks is provided to the principal officer in a timely way.

- The Commission's investigation and corruption prevention standards are upheld and operational practices are able to withstand internal and external scrutiny.

People and communication

- Work is undertaken cooperatively with other corruption prevention team members and appropriate assistance is provided as required.
- Records of investigation, advice and project activities are appropriately maintained so that information about work progress and outcomes is readily available to others.
- Productive internal and external working relationships are maintained.

Growth

- Appropriate personal and professional development needs are identified and, in consultation with the principal officer, are addressed.

4. REQUIRED QUALIFICATIONS OR RELEVANT EQUIVALENT WORK EXPERIENCE AND SKILLS SET REQUIRED

- Relevant tertiary qualifications in management, public administration, organisational development, law, or a related discipline. Experience in management, research, speaking, education and business organisational analysis.
- A good knowledge and understanding of the machinery of government, legislative and policy processes.
- Developed and capable planning and organisational abilities, research, problem solving and analytical skills, and the ability to write well and communicate effectively with people of diverse background, occupation and seniority, both internal and external to the Commission.

5. SOURCE DOCUMENTS

- ICAC Strategic Plan
- ICAC Code of Conduct
- ICAC Corruption Prevention Business Plan
- Corruption Prevention Policy Framework and procedures
- Investigation Policy Framework and Operations Manual