

INDEPENDENT COMMISSION AGAINST CORRUPTION	
POSITION DESCRIPTION	
Position title	Principal Officer – Education
Commission Grade	ICAC Officer Grade 7
Division	Corruption Prevention Division
Reports to	Executive Director, Corruption Prevention
Direct Reports	Senior Corruption Prevention Officers
Position description updated	October 2023

1. PURPOSE OF POSITION

To develop and lead the Commission's program of external education activities.

This program includes activities that provide information about strategies to combat corrupt conduct, the detrimental effects of corrupt conduct and the importance of maintaining the integrity of public administration. These activities may be conducted by Commission education staff, other Commission staff, or external individuals or organisations with the Commission providing input and/or support.

The Principal Officer – Education is responsible for the planning, development, quality, and efficiency of this program of work, and the leadership of the Education team.

2. NATURE AND SCOPE OF POSITION

- Manage all aspects of the Commission's education program, including setting strategic priorities in consultation with other Corruption Prevention Division managers, allocating resources to educational activities in accordance with agreed priorities, developing and enhancing relevant processes, and planning and monitoring program expenditure.
- Manage a team of education specialists, including supervision of external service providers, and develop both the educative and corruption prevention expertise of the team.
- Lead and manage the Commission's provision of external training workshops, speaking engagements, awareness-raising campaigns, and other educational activities and programs, any of which may be provided in person, virtually in real time, or recorded.
- Deliver workshops and presentations, including to senior, experienced audiences.
- Develop and manage public information processes, for example website content, community liaison activities and responses to corruption prevention advice requests.
- Oversee client liaison and administration to ensure that responses to requests for educational activities are professional, effective, and efficient.
- Manage the ongoing development and update of educational content and supporting materials, including incorporating information from new Commission investigation reports and corruption prevention publications.
- Create and maintain positive relationships with relevant stakeholders, such as anti-corruption networks, other integrity agencies, key senior executives from NSW government agencies and relevant community groups.

- Lead and manage education projects, including relevant business improvement projects, and contribute to other corruption prevention and corporate projects.
- Promote and facilitate educative and other Commission activities throughout the Commission's jurisdiction.
- Participate in the Corruption Prevention Division leadership team, including development, communication, continuous improvement and collaboration throughout the Commission.
- Provide appropriate and targeted advice to the Commission's Prevention Management Group.
- Contribute to the Commission's internal learning and development program.

3. PERFORMANCE ACCOUNTABILITIES

Quality

- Ensure that the education program as a whole implements the Commission's strategic priorities, and the content of specific educational activities addresses identified and priority public sector operational and organisational corruption risks.
- Ensure educational activities and resources are of a high standard, legally and factually accurate, and informed by a current understanding of the Commission's strategic objectives, its viewpoint on relevant corruption prevention issues, and insights from recent Commission publications.
- Provide best practice instruction on a vast range of complex topics including procurement and contract management systems, environmental planning systems, licensing and regulatory activities, and government entrepreneurial ventures.
- Ensure design and content of educational activities is engaging, informative, relevant, and actionable.
- Conduct quality control on all Commission education activities.
- Ensure correspondence is issued with appropriate checks and in accordance with delegated authority.
- Ensure that any expenditure related to the education program has been planned, approved and made in accordance with Commission policy.

Operational effectiveness

- Contribute to the identification of priorities for the education program and provide input into section and division planning, and ensure educational activities are focused on strategic areas of vulnerability in government arrangements and prioritised in accordance with the Commission's objectives.
- Ensure that the planning and implementation of educational activities is performed consistently with the Commission's financial management requirements.
- Clearly communicate priorities, tasks and timeframes to team members, and encourage input into section and division planning.
- Provide leadership, support and guidance to team members and ensure performance development, mentoring and improvement processes are implemented.
- Maintain and manage the implementation of education program procedures to ensure the program operates effectively and efficiently, and operational risks are identified, communicated, documented and managed in a timely and efficient manner.
- Ensure the Commission's standards are promoted, upheld and able to withstand internal and external oversight.
- Build credibility and be recognised as an education subject-matter expert within the Commission.

People and communication

- Develop external communication content and resources to promote the Commission's educative services.
- Ensure team or individual performance issues are addressed and conflict is managed.
- Encourage initiative and autonomy of team members, create a culture of continuous personal and organisational improvement, and serve as an escalation point for educational specialists.
- Develop and maintain effective and collaborative relationships throughout the Commission, and with internal and external stakeholders.
- Facilitate development of education specialists, including the currency and breadth of their corruption prevention expertise and analytical capabilities.
- Demonstrate leadership regarding ethical practice, work health and safety (WHS), inclusion and diversity, and employee well-being.

Growth

- Participate in training, e-learning, reading, seminars etc in education and development and ensure specialist skills are maintained.
- Build understanding of contemporary trends and developments in a range of educational practices and methodologies, including relevant technological change.
- Network with external experts - in the public sector, professional bodies and more broadly.

4. REQUIRED WORK EXPERIENCE AND SKILLS SET AND RELEVANT QUALIFICATIONS

- Demonstrated experience in developing and implementing external education programs including promotion, content development, delivery, financial management, administration and review.
- High level problem solving, analysis, planning and project management skills.
- Superior verbal and written communication skills, including the ability to communicate effectively with people of diverse background, occupation and seniority, both internal and external to the Commission.
- Extensive knowledge of how education, marketing and communication skills can be applied to bring about changes in perception, attitude, public opinion and behaviour.
- Well-developed team leadership, and project and program management, skills.
- Sound understanding of machinery of government, legislative and policy processes, and best practice governance frameworks.
- Relevant tertiary qualifications, and experience in developing online and digital education products, will each be well regarded.

5. SOURCE DOCUMENTS

- Commission Strategic Plan
- Commission Code of Conduct
- Commission Corruption Prevention Business Plan
- Corruption Prevention Policy Framework and procedures
- Training and speaking engagements policy and associated procedures.