

INDEPENDENT COMMISSION AGAINST CORRUPTION	
POSITION DESCRIPTION	
Position title	Manager, Investigation Services Section
ICAC Grade	ICAC Officer Grade 8
Division	Investigation Division
Section	Investigation Services Section
Reports to	Director Investigation Services Section
Direct reports	Investigators (Surveillance)
Position description updated	October 2023

1. PURPOSE OF POSITION

Reporting to the Director, Investigation Services Section (ISS), the position works within a multi-disciplinary team to coordinate staff, resources and prioritise the work of specialist teams to support investigations into allegations of corrupt conduct in performance of the Commission's principal functions.

2. NATURE AND SCOPE OF POSITION

- Manage physical and technical surveillance, computer forensic, product management and property services and telephone interception and access capabilities to support investigations into allegations of serious corrupt conduct and systemic corrupt conduct and matters, using conventional, covert, and coercive investigation powers available to the Commission.
- Manage internal projects to enhance the performance and efficiency of ISS.

3. PERFORMANCE ACCOUNTABILITIES

Quality

- Ensure physical and technical surveillance product and electronic evidence capture and analysis are of a high standard and meet agreed investigation objectives.

- Ensure product management services are responsive to operational requirements and meet the Commission's security and integrity standards.
- Ensure the Commission's investigative technical capabilities are maintained and aligned with current technology and good practice.
- Actively identify opportunities to work collaboratively with other work areas/agencies to resolve issues and improve Commission functions.

Operational effectiveness

- Provide leadership to ISS infrastructure and individual teams.
- Provide timely advice and information about operational and organisational risks.
- Ensure specialist methodologies are aligned with national standards and the Commission's standards are promoted, upheld and able to withstand internal and external oversight.
- Productive external relationships are developed and maintained in areas of specialist services.
- Adhere to and maintain the Investigation Division and ISS policies and procedures.

People and communication

- Clearly communicate roles, tasks, and timeframes to ISS staff and they are supported and provide with assistance when required.
- Where appropriate, ensure ISS staff are engaged in investigations undertaken by the Commission and are encouraged to contribute to the development of investigation strategies and decisions.
- Demonstrate leadership regarding ethical practice, work health and safety (WHS), equal employment opportunity (EEO), diversity and employee well-being.
- Communicate effectively at all levels in both written and verbal correspondence.
- Build and maintain working relationships with various service providers for the support and maintenance of ISS services and external agencies.

Growth

- Encourage staff initiative and support innovation and a culture of continuous individual and organisational improvement.
- Recognise good team and individual performance and develop strategies to deal with team or individual performance issues.
- Identify and address individual and specialist development needs of ISS team members to meet current and emerging operational requirements.
- Ensure ISS is resourced, and work is prioritised in support of the Director, ISS.

4. REQUIRED WORK EXPERIENCE, SKILLS SETS AND QUALIFICATIONS

- Experience leading and coordinating multi-disciplinary teams including specialist surveillance, technical, forensic and product management services to support investigations into alleged serious offences and/or public sector misconduct.
- High level knowledge of the relevant Commonwealth and State legislation and of the legal, security and integrity standards for evidence management.
- Well-developed planning and organisational abilities, problem solving and analytical skills.
- Demonstrated ability to write and communicate effectively with people of diverse backgrounds, occupations and seniority, both internal and external to the Commission.
- The position requires an Australian Government Security Vetting Agency, NV1 clearance.

5. SOURCE DOCUMENTS

- | | |
|--|-------------------------|
| • Investigation Division Business Plan | • ICAC Policy Framework |
| • Operations Manual | • ICAC Code of Conduct |