

ICAC Application Guide

Thank you for your interest in applying for a position at the NSW Independent Commission Against Corruption (ICAC).

About us

The ICAC is a leading, independent NSW integrity agency. We were established in 1988 in response to growing community concern about the integrity of public administration in NSW. The ICAC is a destination employer – our people enjoy meaningful and rewarding work in identifying, investigating, exposing and preventing corruption across the NSW public sector. We have a rich culture of high ethical standards, integrity and accountability, which is complemented by a diverse and inclusive workforce.

We select candidates based on merit

The ICAC uses merit selection to impartially choose the best person for the job, resulting in a quality workforce. Merit selection is the comparative assessment of candidates applying for advertised roles against the knowledge, skills and abilities that are considered **essential requirements** to perform the job well. Only candidates that meet the essential requirements and show evidence that their skills and knowledge are competitive with other candidates will be considered by the selection panel for progression in the merit selection process (see below for more information).

How to decide if this is the right job for you

When you review the job advertisement, it is important to consider whether you meet all the listed essential requirements and whether the job fits with your skills and career goals.

Review the position description linked to the job advertisement – it has key information that may help you to decide whether to apply for the job. It explains the purpose of the position, its deliverables and responsibilities, as well as outlining the essential requirements.

Visit the [ICAC's website](#) to get a feel for the work of our organisation. This will help you understand what information might be relevant to include in your cover letter and resume.

If you have questions about the position or the work of the ICAC, you can reach out to the contact person named in the job advertisement.

Citizenship requirement

The job advertisement will specify whether you need to be an Australian citizen, an Australian resident and/or the holder of a valid Australian work visa to be eligible to apply.

Security vetting requirement

If you are the preferred candidate at the end of the selection process, you will need to participate in and secure appropriate security clearance. This is because people working at the ICAC have access to sensitive material, and we need to determine if they are suitable to be placed in a "position of trust". You will need to provide comprehensive details about your personal and financial interests, as well as other relevant information about you, your family and your associates. The level of clearance you require will depend on the nature of the position you're applying for.

How to apply

You must submit your application through the [ICAC's careers page](#). Give yourself adequate time to prepare, finish and review your application before the closing date and time. If you are still completing your application when the cut-off time comes into effect, you will not be able to submit your application.

You must submit a resume and a cover letter addressing the essential requirements for your application to be considered. The job advertisement and/or online application may also include targeted questions you must answer. Ensure you adhere to any page limits stated in the job advertisement for both your cover letter and resume.

Your cover letter

Your cover letter should showcase your skills, experience and knowledge – it should demonstrate why you believe you are the best candidate for the position. To ensure you are considered for the next stage in the merit selection process, you must adequately demonstrate (using lived examples) how you meet the essential requirements and (if applicable) answer any targeted questions included in the job advertisement.

Avoid being too vague. For example: "My skills would be a great fit for the Commission."

Provide specific examples. For example:

With over eight years of experience in law enforcement, I've successfully closed over 300 cases. My career achievements include conducting witness interviews, preparing search warrants and subpoenas, and performing authorised wiretaps to gather critical information for 50 high-profile criminal cases.

Your resume

Your resume should be current and contain a detailed work history of your employment achievements, skills and education that relate to the position you are applying for.

Do not include copies of certificates or other documents with your application, unless the job advertisement specifically requests them.

Workplace adjustments

The ICAC has a diverse and inclusive workforce and will endeavour to accommodate any requests for a workplace adjustment to ensure all candidates are assessed fairly and equally throughout the recruitment and selection process. If you require an adjustment to participate in the process, please indicate this in your application or by emailing the contact person named in the job advertisement.

Please note that any personal information that you provide about your disability or support needs will only be used to provide a workplace adjustment, so that you are able to perform at your best.

National Relay Service (NRS)

Any person with a hearing or speech difficulty may contact the ICAC through the NRS. For more information, visit the [NRS website](#) to choose your preferred access point or call the NRS Helpdesk on 1800 555 660.

How we shortlist candidates

The ICAC will convene a selection panel to assess applications against the essential requirements and/or targeted questions. The panel will consist of the hiring manager, a second ICAC officer and

an independent member. The independent member may be a manager or executive external to the ICAC or may be a subject-matter expert.

The shortlisting process may include a one-way interview. If you are selected to participate in a one-way interview, you will receive an email inviting you to submit a video recording of your answers to targeted questions. We will give you instructions on how to access and answer interview questions. The candidates whose applications best meet the essential requirements will progress to the interview stage.

The interview process

If you are selected for an interview, we will advise you whether you need to bring any documentation with you or perform a work-based assessment on the interview day or beforehand.

During the interview, the selection panel will ask you questions based on the essential requirements of the position. They will ask each candidate the same questions. We suggest you read through the essential requirements and think of likely questions, then prepare your answers and rehearse as much as you can. When preparing your answers, it would be useful to look at the [STAR method](#) of structuring your response:

- Situation – Set the scene and background to the problem or issue. What was your role and goal/objective in this situation?
- Task – What is the specific task you had to complete?
- Action – What action did you take?
- Result – What was the end result?

At the end of the interview, you will have the opportunity to ask the selection panel questions. You can also use this time to recap your strengths and add any additional information you previously left out.

As part of the recruitment process, you may be required to attend a second interview.

Referee checks

If you progress to referee checks, we will advise you before we contact your nominated referees. If required, the panel may ask you for additional referees.

Choose referees who can provide evidence to support your claims by commenting on your skills and abilities and past work performance. Provide your referees with a copy of the position description to help them detail how your previous work relates to the job you have applied for.

After the interview

If you are the preferred candidate, well done! You have gone through a competitive process and are the best person for the position. Our probity team will contact you and ask you to complete a security vetting pack. Once security checks have been satisfactorily completed and finalised, we will contact you to negotiate a start date, which we will confirm in a letter of offer.

If you are placed on an eligibility list, congratulations! This means you have met the job requirements and may be considered for similar jobs for up to 18 months.

If your application is unsuccessful, we will contact you to advise of that outcome. If you would like some feedback, you can email your request to the contact person named in the job advertisement. Any feedback they provide will be designed to assist you with future applications by providing constructive comments about your application, your interview and any work-based assessments you completed.