

INDEPENDENT COMMISSION AGAINST CORRUPTION	
POSITION DESCRIPTION	
Position title	Senior Investigator
ICAC Grade	ICAC Officer Grade 5
Division	Investigation Division
Reporting relationship	Reports to a Chief Investigator
Position Description reviewed	March 2022

1. PURPOSE OF POSITION

Reporting to the Chief Investigator, the Senior Investigator works within a multi-disciplinary team to lead and supervise investigations into allegations of corrupt conduct in performance of the Commission's principal functions.

2. NATURE AND SCOPE OF POSITION

- Lead investigations into allegations of serious and systemic corrupt conduct within the NSW Public Sector using conventional and covert techniques, along with the coercive powers available to the Commission.
- Prepare briefs of evidence for use in Commission hearings, prosecution action by the Director of Public Prosecutions and disciplinary or other action by public sector authorities.
- Supervise investigations to ensure that they are conducted in line with approved plans.
- Supervise the preparation of briefs of evidence to ensure that they meet standards and are fit for purpose.

3. PERFORMANCE ACCOUNTABILITIES

Quality

- Relevant issues, risks and lines of inquiry are identified, recorded in the investigation plan and the Commission's case management system.
- In conjunction with investigation team members and in line with approved investigation plans, investigation tactics and strategies are identified and implemented.
- Prepare and review written briefings, summaries and applications for coercive powers ensuring they are accurate, useful and responsive to requirements.
- Evidence from multiple sources, including investigative analytics software, is carefully analysed and its relevance or otherwise correctly assessed.
- Witness interviews, statements and warrant applications address evidence requirements and meet standards.
- Briefs prepared contain relevant evidence, are complete and fit for purpose.

Operational effectiveness

- Work is undertaken with minimal supervision, in keeping with agreed priorities, and resources are optimally utilised
- The Commission's investigation standards are upheld and operational practices are able to withstand internal and external scrutiny.
- Information about significant operational risks is provided to the Chief Investigator in a timely way.

People and communication

- Initiate, build and maintain productive working relationships across the Commission in a multidisciplinary environment.
- Proactively identify and communicate with a diverse group of external stakeholders who may assist with investigations.
- Communicate complex information in a clear, compelling and appropriate manner.
- Any conflict with team members is managed and productive internal and external working relationships are maintained.
- Mentor investigation team members, identify development needs and provide timely and constructive feedback.

Growth

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

4. REQUIRED QUALIFICATIONS OR RELEVANT EQUIVALENT WORK EXPERIENCE

- The position holder must have significant experience investigating alleged serious offences, including fraud and/or public sector misconduct and/or formal qualifications.
- The position holder must have supervisory experience in an investigative environment.
- The position holder must have a good knowledge of the criminal law, the rules of evidence and criminal procedures and an understanding of the *Independent Commission Against Corruption Act 1988*.
- The position holder must have well-developed planning and organisational abilities, problem solving and analytical skills and experience using investigative analytics software.
- The position holder must have a very high level of written communication skills and a demonstrated ability to communicate effectively with people of diverse background, occupation, and seniority, both internal and external to the Commission.

5. SOURCE DOCUMENTS

- Investigation Division Business Plan
- Operations Manual for Investigations
- ICAC Investigation Policy Framework
- ICAC Code of Conduct