

INDEPENDENT COMMISSION AGAINST CORRUPTION	
POSITION DESCRIPTION	
Position title	Senior Technical Officer
ICAC Grade	ICAC Officer Grade 5
Division	Investigation Division
Section	Investigation Services Section (ISS)
Reporting relationship	Reports to Chief Investigator ISS
Position description updated	July 2019

1. PURPOSE OF POSITION

Design, construct, install and retrieve technical solutions to acquire covert technical surveillance product in support of investigations into allegations of corrupt conduct in performance of the Commission's principal functions.

2. NATURE AND SCOPE OF POSITION

- Develop, install, deploy and retrieve electronic, technical and specialised equipment to collect evidence and information to support the Commission's investigation objectives, in compliance with State and Commonwealth legislation.
- Provide specialist technical advice and guidance to investigation team members and the surveillance team on strategies, feasibility and opportunities for the covert electronic collection of evidence.
- Research, identify, recommend and maintain specialist equipment to support and enhance the Commission's technical and surveillance capacity and the quality of evidence capture and delivery.
- Provide assistance to other technical staff in delivering, maintaining and enhancing the information technology (IT) requirements of the Commission's covert resources and personnel.

3. PERFORMANCE ACCOUNTABILITIES

Quality

- Technically feasible and operationally practical devices are deployed successfully and deliver high quality evidence product that meets investigation objectives.
- Technical advice on the feasibility of, and opportunities for covertly collecting evidence is useful and sound solutions are recommended.
- Operational, technical and safety risks are identified, appropriately assessed and managed.

Operational effectiveness

- Work is undertaken in keeping with agreed priorities and time, resources are optimally applied and activities do not compromise the security or viability of the Commission's covert facilities or assets.
- Information about significant operational, technical and safety risks is provided to the Chief Investigator ISS in a timely way.
- The Commission's investigation standards are upheld and operational practices comply with the law and are able to withstand internal and external scrutiny.
- There is regular liaison with specialist law enforcement and oversight agencies that is effective in supporting and enhancing the Commission's technical and surveillance capacity and the quality of evidence capture and delivery.

People and communication

- Work is undertaken cooperatively with other Commission personnel and appropriate service, support and assistance is provided as required.
- Operational activities and results are clearly articulated and records are maintained so that information about the progress of agreed objectives, activities, decision making and reasoning is readily available to others.
- The officer is engaged in his or her work and contributes to policy and procedural improvements.
- Any conflict with team members is managed and productive internal and external working relationships are maintained.

Growth

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

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

- The position requires current experience in the use of specialist surveillance equipment, including:
 - digital trunked radio networks;
 - audio and video monitoring, capture, transmission, and storage devices;
 - data monitoring devices;
 - telecommunications interception; and
 - IT systems and networking.
- The position holder must have recognised qualifications and practical knowledge of covert entry methodologies and electronic or audio engineering.
- The position holder must have well developed decision making and prioritisation skills, problem solving and analytical skills, work well in a team, 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 Policy Framework for Investigations
- ICAC Code of Conduct