

INDEPENDENT COMMISSION AGAINST CORRUPTION	
POSITION DESCRIPTION	
Position title	Executive Director Investigation Division
Division	Investigation Division
Reporting relationship	Chief Executive Officer
Direct Reports	Chief Investigators Support Officer
Date of role statement	January 2019

1. PURPOSE OF POSITION

Direct the work of the Investigation Division (ID), lead the investigation and exposure work of the Commission and exercise the Commission's powers as delegated.

2. NATURE AND SCOPE OF POSITION

- Contribute to the effectiveness of the Commission as a member of the Executive.
- Provide strategic, policy and operational advice to the Commissioners, Chief Executive Officer and the Commission and implement the investigation and exposure objectives of the Commission through the use of conventional, covert and coercive investigation strategies.
- Lead and manage the staff and resources of the Investigation Division and ensure the effective integration of legal and corruption prevention staff into the investigation and exposure work of the Commission.
- Exercise delegated administrative and statutory powers of the Commissioners, under the *Independent Commission Against Corruption Act 1988*, Commonwealth and State enforcement legislation.

3. PERFORMANCE ACCOUNTABILITIES

Quality

- Strategic, policy and operational advice to the Commissioners, Chief Executive Officer and the Commission demonstrates sound judgment, is relevant and timely.
- Oversight of the Commission's investigations is dependable and significant operational and organisational risks are identified and managed appropriately.

- The Commission's investigation standards and policy (including legal requirements) are promoted and upheld and operational practices are able to withstand internal and external scrutiny.

Operational effectiveness

- The resource and technical requirements for the Commission's investigations are accurately identified and optimally prioritised and managed.
- Divisional performance is monitored and addressed to meet the Commission's strategic and operational objectives.
- Risks are identified, documented and managed appropriately.
- Productive relationships are developed and maintained with other law enforcement bodies and government agencies to exchange information, cooperate on areas of common interest and the use of resources.
- Leadership is demonstrated regarding ethical practice, work health and safety (WHS), equal employment opportunity (EEO), diversity and employee well-being.

People and communication

- The Commissioners, Executive and divisional staff are informed, in a timely way, of relevant decisions and current or emerging operational and strategic developments.
- Productive internal relationships are maintained at executive level and cross-divisional engagement is supported to achieve the Commission's objectives.
- Oral and written communication is appropriate, clear and responsive to requirements.

Growth

- Staff initiative is encouraged, innovation and culture of continuous personal and organisational improvement is supported.
- Personal and professional development needs for division staff are identified and addressed to meet current and emerging operational requirements.

4. REQUIRED QUALIFICATIONS OR RELEVANT EQUIVALENT WORK EXPERIENCE

- Significant investigation experience and expertise.
- Comprehensive knowledge of law enforcement and administrative investigation processes and methodologies, a good understanding of the criminal law, the rules of evidence and criminal procedures, the *Independent Commission Against Corruption Act 1988*, the machinery of government and public sector organisational systems.

- Well developed and capable leadership skills and attributes, planning and organisational abilities, problem solving and analytical skills, ability to write well and the ability to communicate effectively with people of diverse background, occupation, and seniority, both internal and external to the Commission.

5. SOURCE DOCUMENTS

- ICAC Strategic Plan
- ICAC Corporate Plan
- Operations Manual for Investigations
- ICAC Policy Framework for Investigations
- ICAC Code of Conduct