

INDEPENDENT COMMISSION AGAINST CORRUPTION	
POSITION DESCRIPTION	
Position title	Investigator
ICAC Grade	ICAC Officer Grade 4
Division	Investigation Division
Section	Investigation Section
Reporting relationship	Reports to a Chief Investigator Investigation Section
Position description updated	July 2016

1. PURPOSE OF POSITION

Investigate allegations of corrupt conduct in performance of the Commission's principal functions.

2. NATURE AND SCOPE OF POSITION

- Undertake investigations into allegations of serious corrupt conduct and systemic corrupt conduct and matters referred to the Commission by the NSW Electoral Commission, using conventional, covert and coercive investigation 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.

3. PERFORMANCE ACCOUNTABILITIES

Quality

- Relevant issues and lines of inquiry are identified, investigation activities and information are appropriately recorded in the Commission's databases, evidence is carefully analysed and its relevance or otherwise correctly assessed.
- Investigation tactics, strategies and risks are identified in conjunction with investigation team members and approved plans and decisions appropriately implemented.
- Briefings and summaries on investigation status, progress, issues and outcomes are responsive to requirements, useful and accurate.
- Witness interviews and statements address evidence requirements and meet standards.
- Briefs prepared contain relevant evidence, are complete and fit for purpose.

Operational effectiveness

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

People and communication

- Work is undertaken cooperatively with other investigation team members.
- Records of investigation plans, activities and results are appropriately maintained so that information about operational progress and outcomes is readily available to others.
- The officer is engaged in the investigation and contributes to the development of investigation plans, strategies and decisions.
- 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, they are addressed.

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

- The position requires significant experience investigating alleged serious offences and/or public sector misconduct.
- The position holder must have a good knowledge of the criminal law, the rules of evidence and criminal procedures, an understanding of the *Independent Commission Against Corruption Act 1988*, the machinery of government and public sector organisational systems.
- The position holder must have well-developed planning and organisational abilities, problem solving and analytical skills, be able to write well and 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