

INDEPENDENT COMMISSION AGAINST CORRUPTION	
POSITION DESCRIPTION	
Position title	Senior Lawyer
ICAC Grade	ICAC Officer Grade 6
Division	Legal
Reporting relationship	Reports to Executive Director, Legal Division
Position description updated	August 2015

1. PURPOSE OF POSITION

Provide high quality legal services to the Commission.

2. NATURE AND SCOPE OF POSITION

- Work as a member of an investigation team to plan and conduct less complex investigations while ensuring relevant statutory powers are exercised lawfully and in accordance with Commission policies and procedures.
- Prepare for and work in less complex compulsory examinations and public inquiries, including working with investigators to prepare hearing briefs, act as counsel in selected compulsory examinations and instruct counsel in public inquiries.
- Draft corruption exposure chapters for less complex investigation reports.
- Work with investigators to identify criminal offences to be included in briefs for furnishing to the Director of Public Prosecutions (or other prosecution authorities), prepare less complex prosecution briefs and liaise with relevant prosecution authorities.
- Provide legal and policy advice on matters as required.

3. PERFORMANCE ACCOUNTABILITIES

The position holder will be accountable for the quality of their work and the efficiency with which it is conducted.

Quality

- All applications for the exercise of statutory powers are assessed to ensure they are appropriate, effective to meet the Commission's needs and comply with relevant legal and Commission requirements.
- Potential sources of evidence are identified to facilitate Commission investigations, compulsory examinations, public inquiries and brief preparation.
- Evidence is thoroughly analysed to ensure all relevant evidence is taken into account in Commission investigations (including public inquiries) and reports.
- Draft corruption exposure chapters of investigation reports are clear, concise, logically set out, factually accurate, meet procedural fairness requirements and there is a sound legal and evidentiary basis for all proposed findings.

- Briefs of evidence are complete and fit for purpose.

Operational effectiveness

- Initiative is used to identify problems and issues and effective responses.
- Work is effectively prioritised.
- Relevant information is assessed to identify and evaluate options to ensure high quality decision making.
- Counsel Assisting is fully briefed in a timely manner.
- Public inquiries and compulsory examinations are conducted effectively, efficiently, in accordance with Commission and legal requirements.
- Draft corruption exposure chapters of investigation reports are finalised within 35 days of receipt of final submissions where the duration of the public inquiry was five or less days, or within 60 days if the public inquiry exceeded five days.

People and communication

- Information is clearly and effectively presented through oral and written means.
- Relevant people are kept informed of decisions, changes and relevant information in a timely manner.
- Effective teamwork is fostered across the Commission.
- Records are maintained in accordance with Commission policies.

Growth

- Promptly respond to and address performance issues raised.
- Experiences relevant to the performance of the Legal Division are identified and discussed within the division.
- Personal developmental needs are identified and communicated to the Executive Director, Legal.

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

A law degree and eligibility for admission as a barrister or solicitor of the Supreme Court of NSW. Legal knowledge and experience, particularly in criminal law and administrative law and a sound knowledge of the rules of evidence, procedural fairness and the *Independent Commission Against Corruption Act 1988*.

Skills required are high level analytical, organisational and oral and written communication skills.

5. SOURCE DOCUMENTS

- ICAC Code of Conduct
- ICAC Strategic Plan
- ICAC Corporate Plan
- Legal Division Business Plan