

INDEPENDENT COMMISSION AGAINST CORRUPTION	
POSITION DESCRIPTION	
Position title	Surveillance Operative
ICAC Grade	ICAC Officer Grade 3
Division	Investigation Division
Section	Investigation Services Section (ISS)
Reporting relationship	Reports to Surveillance Team Leader
Position description updated	July 2016

1. PURPOSE OF POSITION

As a member of a surveillance team, provide physical surveillance services and participate in covert field operations, for the purpose of investigations into allegations of corrupt conduct in performance of the Commission's principal functions.

2. NATURE AND SCOPE OF POSITION

- Apply physical covert surveillance methodologies to achieve operational objectives.
- Collect, prepare and attend to the registration of surveillance evidence (product) in accordance with Commission policies and procedures.
- Work with the Senior Technical Officer to 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.

3. PERFORMANCE ACCOUNTABILITIES

Quality

- Technically feasible and operationally practical surveillance operations are planned and deployed successfully and deliver high quality evidence product that meets investigation objectives and is able to withstand judicial scrutiny.
- Surveillance operations and covert field activities are aligned with national standards, comply with Commission policy and procedure, and surveillance product meets procedural and legal requirements for presentation as evidence in relevant proceedings of the Commission, the Office of the Director of Public Prosecutions or another prosecuting agency.
- 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 individual activities do not compromise the security or viability of the Commission's covert facilities or assets.
- Information about significant and emerging operational, technical and safety risks is provided to the Surveillance Team Leader in a timely way.
- The Commission's surveillance standards are upheld and operational practices comply with the law and are able to withstand internal and external scrutiny.

People and communication

- Work is undertaken cooperatively with other surveillance team members.
- 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 appropriately to the development of operational strategies, planning, and decisions and 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

- Recognised physical surveillance qualifications, demonstrated knowledge of covert physical surveillance methodologies, Commonwealth and State legislation relevant to the exercise of covert surveillance activities, and investigative methodologies, legal requirements and evidentiary standards for investigations into serious offences or public sector misconduct.
- Substantial current experience in physical surveillance operations within a law enforcement environment.
- 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

