

INDEPENDENT COMMISSION AGAINST CORRUPTION POSITION DESCRIPTION	
Position title	Electronic Evidence Analyst
ICAC Grade	ICAC Officer Grade 4
Division	Investigation Division
Section	Investigation Services
Reporting relationship	Chief Investigator, Investigation, Services Section
Position description updated	February 2021

1. PURPOSE OF POSITION

Provide computer forensics services involving the identification, collection, analysis and presentation of electronic evidence, across a range of digital platforms for the purpose of investigations into allegations of corrupt conduct in performance of the Commission's principal functions.

2. NATURE AND SCOPE OF POSITION

- Identify, collect and analyse electronic data ensuring the integrity and continuity of that data for evidentiary purposes.
- Provide technical advice, guidance and training to investigation and legal division officers on strategies and opportunities for the collection, review, use and presentation of electronic evidence.
- Research, identify, recommend and maintain specialist equipment to support and enhance the Commission's forensic computing capacity and the quality of evidence capture and delivery.
- Represent the Commission externally through effective liaison with specialist law enforcement and oversight agencies to enhance the Commission's digital forensics capacity and quality of electronic evidence capture.
- Prepare statements and provide evidence in internal and external formal proceedings where required.

3. PERFORMANCE ACCOUNTABILITIES

Quality

- The Commission's forensic computing capability and relevant staff skills are maintained, current and appropriate to requirements.
- Technical advice on strategies and opportunities for the collection, review, use and presentation of electronic evidence is sound and useful.
- Electronic evidence collected 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 and technical risks are identified, appropriately assessed and managed.

Operational effectiveness

- Work is undertaken in keeping with agreed priorities and time and resources are optimally applied.
- Information about significant and emerging operational and technical risks is provided to the Electronic Evidence Specialist and 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.

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 Electronic Evidence Specialist, are addressed.

4. REQUIRED QUALIFICATIONS OR RELEVANT EQUIVALENT WORK EXPERIENCE

- Tertiary qualifications relevant to computer and digital forensics and considerable knowledge of IT systems, software and infrastructure, IT security, mobile devices and communications technology.
- Contemporary experience in digital evidence collections and forensic analysis, review and the presentation of electronic data in an investigative or law enforcement context.
- 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
- General Investigations Standards and Procedures
- ICAC Code of Conduct