

| INDEPENDENT COMMISSION AGAINST CORRUPTION | |
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| POSITION DESCRIPTION | |
| Position title | Director, Investigation Services |
| Grade | Senior Executive Band 1 |
| Division | Investigation Division |
| Section | Investigation Services Section |
| Reporting relationship | Reports to Executive Director Investigation Division |
| Position description creation date | June 2021 |

1. PURPOSE OF POSITION

Direct the work of specialist surveillance, technical, forensic, product management and property services staff to support investigations into allegations of corrupt conduct in performance of the Commission's principal functions.

2. NATURE AND SCOPE OF POSITION

- Contribute to the effectiveness of the Commission as a member of the Commission's management team.
- Provide strategic, policy and operational advice to the Executive Director, Investigation Division, and Chief Investigators on the work of Investigation Services.
- Manage physical and technical surveillance, computer forensic, product management and property services and a telephone interception capability to support investigations into allegations of serious corrupt conduct and systemic corrupt conduct and matters, using conventional, covert, and coercive investigation powers available to the Commission.
- Manage the use of the covert facilities and assets, assumed identities, and perform the duties of Covert Human Source Registrar.
- Ensure the Commission's telecommunication interception and other records comply with Commonwealth and State legislative requirements.

3. PERFORMANCE ACCOUNTABILITIES

Quality

- Ensure physical and technical surveillance product and electronic evidence capture and analysis are of a high standard and meet agreed investigation objectives.
- Ensure product management services are responsive to operational requirements and meet the Commission's security and integrity standards.

- Ensure the Commission's investigative technical capabilities are maintained and aligned with current technology and good practice.
- Actively identify opportunities to work collaboratively with other work areas / agencies to resolve issues and improve Commission functions.

Operational effectiveness

- Section key performance indicators are monitored, work is prioritised, resources are optimally allocated in line with financial delegations and activities do not compromise the security or viability of the Commission's assets.
- Provide timely advice and information about operational and organisational risks.
- Ensure specialist methodologies are aligned with national standards and the Commission's standards are promoted, upheld and able to withstand internal and external oversight.
- Expenditure and budget of Investigation Services are in accordance with financial reporting, compliance, procurement, and contract management requirements.
- Productive external relationships are developed and maintained in areas of specialist services.

People and communication

- Roles, tasks, and timeframes are clearly communicated to Investigation Services staff and they are supported and provided with assistance when required.
- Technical plans, operational activities, communications, and results are clearly articulated, and records are maintained so information about the progress of agreed services and activities, relevant decision-making and reasoning is readily available to others.
- Where appropriate, Investigation Services staff are engaged in investigations undertaken by the Commission and they are encouraged to contribute to the development of investigation strategies and decisions.
- Leadership is demonstrated regarding ethical practice, work health and safety (WHS), equal employment opportunity (EEO), diversity and employee well-being.

Growth

- Staff initiative is encouraged, innovation and a culture of continuous individual and organisational improvement is supported.
- Recognise good team and individual performance and develop strategies to deal with team or individual performance issues.
- Individual and specialist development needs of Investigation Services team members are identified and addressed to meet current and emerging operational requirements.

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

- Extensive experience in managing team members across several disciplines including: specialist surveillance, technical, forensic and product management

services to support investigations into alleged serious offences and/or public sector misconduct.

- Comprehensive knowledge and experience in specialist law enforcement methodologies, their application, the relevant Commonwealth and State legislation and of the legal, security and integrity standards for evidence management.
- Well-developed planning and organisational abilities, problem solving and analytical skills.
- Demonstrated ability to write and communicate effectively with people of diverse backgrounds, occupations 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