REFERENCE NUMBER: A1067396

ICAC Independent Commission Against Corruption South Australia

JOB AND PERSON SPECIFICATION

Position Details			
Position	Manager Operational Compliance	**Employment Status**	Full-time fixed term
Section	Legal, Prevention and Compliance	**Position Number**	P00643
Positions Reports to	Deputy Commissioner	**Remuneration**	TBA

Primary Purpose

The Organisation

The Independent Commission Against Corruption is established by the *Independent Commission Against Corruption Act 2012*.

The primary functions of ICAC are to:

- identify and investigate corruption in public administration; and
- prevent or minimise corruption in public administration, including through education and evaluation of practices, policies and procedures.

ICAC is headed by the Commissioner.

Our Values

- **Excellence**
  We lead by example and demonstrate best practice. We continually strive to improve our capabilities, skills and knowledge. We are curious, courageous, rigorous, and professional.
- **Independence**
  We conduct ourselves without fear or favour and make decisions according to law. We understand that we have a particular responsibility that is ours alone. We take our responsibilities seriously and use our powers carefully.
- **Respect**
  We treat everyone with respect.
- **Accountability**
  We use our resources responsibly. We scrutinise ourselves as vigorously as we scrutinise others.
- **Integrity**
  We are fair and unbiased in all our dealings. We are honest, trustworthy, reliable and fearless in fulfilling our duties.
- **Collaboration**
  We encourage the sharing of knowledge and ideas. We actively seek the perspectives and contribution of others. We work together to achieve best outcomes.

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The Role

Reporting to the Deputy Commissioner, the Manager Operational Compliance leads a small team responsible for providing advice and undertaking operational activities to ensure the Commission's investigative and operational functions comply with all relevant legislation.

The Manager Operational Compliance is responsible for demonstrating and maintaining the Commission's compliance with legislation governing telecommunications interception, surveillance and related matters, including reporting to the Inspector and the Commonwealth Ombudsman.

A key responsibility is overseeing the receipt, registration and management of matters and enquiries, as well as administering referrals of potential corruption to law enforcement agencies.

Success in this role requires strong stakeholder engagement, the ability to foster collaborative partnerships and a commitment to maintaining best practice in operational compliance and, importantly, a high standard of integrity.

Key Responsibilities

Contribute to the achievement of the ICAC's statutory functions and operational effectiveness:

- Lead, motivate and manage a small team to support the delivery of operational activity compliant with relevant legislation while upholding the highest standards of professionalism.
- Work collaboratively to ensure operational activities are conducted ethically and transparently in accordance with relevant legislation, policies and procedures.
- Review and maintain the Commission's operational compliance framework and provide recommendations to the Deputy Commissioner to ensure compliance and continual improvement.
- Liaise with relevant agencies to ensure the efficient operation of, and the Commission's compliance with, various Memoranda of Understandings and/or Administrative Agreements.
- Ensure the Commission's instruments of approval, authorisation or delegation are complete and up to date.
- Oversee the Commission's use of warrants, authorisations and notices under the Telecommunications (Interception and Access) Act 1979 (Cth) and Surveillance Devices Act 2016 (SA), and other relevant legislation, to ensure compliance with legislative requirements.
- Assist in the development of policies and procedures designed to ensure the Commission meets statutory reporting and record keeping responsibilities under the Telecommunications (Interception and Access) Act 1979 (Cth), Telecommunications (Interception) Act 2012 (SA), Surveillance Devices Act 2016 (SA), Independent Commissioner Against Corruption Act 2012 (SA), Criminal Law (Covert Operations) Act 2009 (SA) and other relevant legislation.

- Prepare and oversee the preparation of reports required by the Telecommunications (Interception and Access) Act 1979 (Cth), Telecommunications (Interception) Act 2012 (SA) and Surveillance Devices Act 2016 (SA) and other relevant legislation.
- Liaise with bodies responsible for overseeing the Commission's activity under relevant legislation and represent the Commission during compliance inspections.
- Develop and implement an internal audit programme to identify compliance issues and provide advice and recommendations to improve the Commission's operational activities.
- Oversee the receipt and registration of matters referred to the Commission for investigation and administration of referrals of corruption matters to law enforcement agencies.
- Oversee the receipt, registration and response to enquiries received via email, in writing, over the telephone and in-person.
- Work with the Deputy Commissioner to actively manage requests for information, including from the Inspector, and prepare responses as required.
- Work with the Director Corporate Services to review and maintain internal systems, policies and procedures to support the effective delivery of operational activities.
- Proactively monitor and identify relevant legislative changes and provide recommendations about required action to the Deputy Commissioner.
- Provide oversight of the receipt, administration and lawful disposal of exhibits seized and retained by the Commission.

Contributing to the achievement of the Commission's statutory functions and operational effectiveness by:

- Establishing and maintaining open and effective working relationships with internal and external stakeholders.
- Participating in planning, policy and decision-making processes, regularly reviewing and reporting information, and making recommendations to improve efficiency and effectiveness.
- Actively contributing to projects and participating in working groups and committees.

The Commission is a small agency which utilises multi-disciplinary teams. While each staff member has their own primary responsibilities and duties, all employees need to maintain a flexible approach and be team focused in order to meet the challenges faced by the agency.

You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform.

Essential Selection Criteria	
Technical Expertise	• Significant experience in a substantive investigator position in a law enforcement, anti-corruption or integrity agency or agencies. • Demonstrated experience in law enforcement, governance or legislative compliance.

	• Demonstrated experience and expertise in providing advice and recommendations to ensure organisational compliance with complex statutory and other requirements. • Demonstrated experience managing a compliance program. • Proven high level communication skills (verbal and written), including preparing and presenting strategies, plans and proposals.
Knowledge and Skill	• Demonstrated ability to lead and manage a team, motivate and engage staff and manage performance to deliver excellence. • Ability to initiate innovative lines of enquiry and investigation. • Ability to solve problems by searching for facts and analysing issues from different perspectives, drawing sound inferences from information. • Experience in or ability to interpret and apply legislation. • High level interpersonal skills including the ability to develop and maintain effective business relationships and demonstrate influencing ability. • Demonstrated ability to work autonomously, organise workload, determine priorities, and use judgement and initiative to manage competing multiple tasks.
Personal Qualities	• **Integrity:** High level of honesty, integrity, professionalism and ethical conduct. • **Resilience:** Ability to remain calm under pressure, maintain high levels of energy and accept constructive feedback. • **Teamwork:** Shares information and works well with the different working styles of others. • **Initiative:** Drive, motivation and proactivity with a commitment to continuous learning. • **Flexibility:** Adaptable, receptive and able to adjust easily to changing work demands and circumstances.

Desirable Selection	
Technical Expertise	• Demonstrated expertise providing advice and recommendations to ensure operational compliance in a law enforcement environment or in the context of complex investigations.
Knowledge and Skill	• Sound understanding of the process of applying for telecommunication interception warrants, surveillance device warrants, and other warrants. • Experience managing information in accordance with the *Telecommunications (Interception and Access) Act 1979* or the ability to quickly acquire the necessary skills.

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Special Conditions

- Candidates must meet citizenship or permanent residency requirements.
- Candidates must be able to obtain and maintain a security clearance at Negative Vetting Level 1.
- Appointment will be subject to reference checks.
- Appointment may be subject to psychometric, medical and/or competency testing.
- An offer of employment will not be made without a satisfactory security and integrity assessment.
- A probationary period may apply.
- An employee may be required to work non-standard hours.
- An employee may be required to travel intrastate / interstate as directed by the Commissioner.

Compliance

The employee is responsible and accountable for compliance with the following legislative requirements and/or associated policies and procedures:

- *Independent Commission Against Corruption Act 2012*
- *Public Sector (Honesty and Accountability) Act 1995*
- *State Records Act 1997*
- *Work Health and Safety Act 2012*
- Code of Ethics for the South Australian Public Sector
- Independent Commission Against Corruption approved policies and procedures including Information Security Management System policies.

APPROVAL

S M Townsend 11/11/2026

COMMISSIONER/DELEGATE

ACKNOWLEDGEMENT

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INCUMBENT'S SIGNATURE

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INCUMBENT'S FULL NAME