

<b>INDEPENDENT COMMISSION AGAINST CORRUPTION</b>	
<b>POSITION DESCRIPTION</b>	
<b>Position title</b>	<b>Assessment Officer</b>
<b>ICAC Grade</b>	<b>ICAC Officer Grade 2</b>
<b>Division</b>	<b>Assessments Section</b>
<b>Reporting relationship</b>	<b>Reports to Deputy Manager Assessments</b>
<b>Position description updated</b>	<b>August 2016; September 2017</b>

### **1. PURPOSE OF POSITION**

Manage and assess complaints and reports of suspected corrupt conduct.

### **2. NATURE AND SCOPE OF POSITION**

- Manage the handling of complaints and reports of suspected corrupt conduct, from receipt to closure. This includes gathering and analysing relevant information, preparing internal reports, and communicating with parties throughout the assessment process.
- Maintain databases and systems utilised in the Assessments Section, including the Commission's complaints management system and external contacts list.
- Maintain relationships with NSW public authorities and provide information about reporting corrupt conduct.
- Undertake some project work relevant to the Commission, such as reviewing policies and procedures, systems, templates, publications and identifying relevant training courses.

### **3. PERFORMANCE ACCOUNTABILITIES**

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

#### **Quality**

- Complaints and reports are managed in a professional, timely and transparent manner.
- Relevant information is gathered effectively and efficiently to inform the assessment process.
- Written internal reports are clear, accurate, and succinct, containing appropriate recommendations supported by an analysis of the relevant issues.
- Communications with stakeholders are clear and concise, and include clearly-explained reasons for Commission decisions.
- Records are kept accurate and up-to-date.

### **Operational effectiveness**

- Initiative is used to identify problems and issues and formulate effective responses.
- Work is effectively prioritised.
- Work is completed to an acceptable standard on a timely basis.

### **People and communication**

- Work as an effective member of a team.
- Communicate effectively with external persons, including complainants and NSW public officials.
- Keep relevant people informed of pertinent information in a timely manner.
- Maintain records in accordance with Commission policies.
- Deal with all internal Commission matters in a confidential and professional way.

### **Growth**

- Performance issues are promptly addressed.
- Personal developmental needs are identified and communicated to the Deputy Manager Assessments.

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

- Analytical skills and good judgment in relation to managing complaints (or in a relevant equivalent work environment).
- Good verbal and written communication skills.
- Demonstrated ability to manage a high volume workload with limited guidance.
- Knowledge of the Commission, the *Independent Commission Against Corruption Act 1988*, and the NSW public sector.
- Proficiency in word processing, data-recording and related computer skills.

## **5. SOURCE DOCUMENTS**

- ICAC Strategic Plan 2016-2020
- ICAC Code of Conduct
- ICAC Operations Manual
- Assessments Manual (as relevant)