

# **NSW INDEPENDENT COMMISSION AGAINST CORRUPTION**

*Employed by the Commissioner for the NSW Independent Commission Against Corruption to fulfil the ICAC's objectives through its investigation and prevention functions. This is a rewarding and challenging role for an experienced and motivated person.*

*The Commission is an EEO Employer.*

## **PRODUCT SUPPORT OFFICER Investigation Division ICAC Officer Grade 2 Permanent full-time Sydney CBD**

### **Remuneration**

Total remuneration package valued up to \$92,294 pa (Salary \$75,096 - \$83,260 pa), incorporating employer's contribution to superannuation and annual leave loading.

### **Primary purpose of the position**

Provides administrative services to facilitate authorised internal and public access to the Commission's hearing transcripts and tendered exhibits, internal access to property items in the Commission's custody, and preparation of evidence for use in Commission hearings and prosecutions resulting from the Commission's investigations and to assist the Senior Property Officer in the management of the Commission's property services unit.

### **Eligibility**

To be eligible to apply for this permanent position you must meet one of the following statuses:

- an Australian citizen; or
- a permanent Australian resident.

### **Selection criteria**

It is essential that the successful applicant meets the following criteria and, each criterion, is to be addressed individually, in your application:

1. The position requires experience providing administration, compliance and record keeping services in a specialist technical environment within a legal, compliance or law enforcement environment.
2. The position holder must have a good knowledge of compliance and security standards for law enforcement access to restricted records and protected information, evidence and administrative management of evidence items.
3. The position holder must have experience in using office applications, technical systems and transcription.
4. The position holder must have well-developed organisational abilities, be able to prioritise work and communicate effectively with people of diverse

background, occupation and seniority both internal and external to the Commission.

### **Additional information**

Flexible work practices are promoted.

### **Job application**

Applicants must obtain an information package and, in your job application, address all selection criteria as contained in the advertisement. In addition, your application will need to include a covering letter and your resume. Information on this process is located at the Commission's website [www.icac.nsw.gov.au](http://www.icac.nsw.gov.au) under "Employment Opportunities".

### **Security vetting**

The successful applicant will undergo a stringent probity assessment. All potential applicants are strongly encouraged, prior to submitting an application, to obtain detailed information on this process, available at the Commission's website under "Employment Opportunities".

### **Information package**

For a hard copy of the information package, contact Ms Michelle Hele on (02) 8281 5876 or by e-mail at [mhele@icac.nsw.gov.au](mailto:mhele@icac.nsw.gov.au) or download from the Commission's website. If you have any further queries after reading the information package please contact Mr John Hoitink, Chief Investigator on (02) 8281 5873 or by email at [jhoitink@icac.nsw.gov.au](mailto:jhoitink@icac.nsw.gov.au).

TTY facilities are available for people who are speech or hearing impaired. If applicants require this service, please call on TTY (02) 8281 5773.

### **Applications**

All applicants are encouraged to submit their applications on-line. Should you be unable to submit your application on-line please use one of the following alternative methods (Job Reference No: ID-0001).

- Mail to the Manager Human Resources, Security and Facilities, GPO Box 500, Sydney NSW 2001; or
- E-mail to the Manager Human Resources, Security and Facilities at [icac@icac.nsw.gov.au](mailto:icac@icac.nsw.gov.au); or
- Fax to the Manager Human Resources, Security and Facilities on (02) 9264 5364

### **Closing date for applications**

**Wednesday 16 August 2017**