

INDEPENDENT COMMISSION AGAINST CORRUPTION	
POSITION DESCRIPTION	
Position title	Senior Property Officer
ICAC Grade	ICAC Officer Grade 3
Division	Investigation Division
Section	Investigation Services Section (ISS)
Reporting relationship	Reports to the Chief Investigator ISS
Position description updated	July 2016

1. PURPOSE OF POSITION

Manage the Commission's property (evidence) holdings and maintain the Commission's property management system to ensure those holdings are secure, preserved and maintained for operational purposes in connection with the Commission's investigation function.

2. NATURE AND SCOPE OF POSITION

- Administer and manage the record keeping, maintenance and security requirements in connection with the registration, storage and access to Commission authority sources (notices, warrants, summonses and consents) for the collection and production of evidence and related property items.
- Manage and monitor access by Commission staff to authority sources and property items, to ensure that access meets policy and procedural standards and requirements.
- Provide advice and direction to Commission staff on the standards and requirements for the registration, maintenance, security and access to Commission authority sources and property items.

3. PERFORMANCE ACCOUNTABILITIES

Quality

- Records relating to the registration, maintenance, security and access to Commission authority sources and property items are compliant with Commission policy, procedure and standards for registration, maintenance, preservation and security.
- Records relating to the registration, maintenance, security and access to Commission authority sources and property items are accurately maintained and are able to withstand internal and external audit.

- Advice and direction given to Commission staff on the standards and requirements for the registration, maintenance, security and access to Commission authority sources and property items is constructive and accurate.

Operational effectiveness

- The Chief Investigator ISS is kept informed, and in a timely way, of any staff compliance issues, organisational or procedural weaknesses, including those identified during relevant audits and inspections.
- Property management activities are completed in a timely way.

People and communication

- Working documents and records are appropriately maintained so that information about work progress and outcomes is readily available to others.
- The officer is engaged in his or her work and contributes to procedural improvements.
- Any conflict with others 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 Chief Investigator ISS, they are addressed.

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

- The position requires substantial experience providing administration, compliance and record keeping services within a law enforcement or regulatory environment. The position holder must have significant experience in using office applications and technical systems.
- The position holder must have a good knowledge of compliance and security standards for the administrative management of evidence items.
- 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.

5. SOURCE DOCUMENTS

- Investigation Division Business Plan
- Operations Manual
- General Investigations Standards and Policy
- ICAC Code of Conduct