

INDEPENDENT COMMISSION AGAINST CORRUPTION

Employed by the Commissioner for the Independent Commission Against Corruption NSW 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.

SENIOR PROPERTY OFFICER Investigation Division ICAC Officer Grade 3 Permanent full-time Sydney CBD

Remuneration

Total remuneration package valued up to \$102,650 pa (Salary \$83,502 - \$92,603 pa), incorporating employer's contribution to superannuation and annual leave loading.

Primary purpose of the position

This position is located within the Investigation Services Section (ISS) of the Commission's Investigation Division.

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.

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 must be individually addressed in your application:

1. Substantial experience providing administration, compliance and record keeping services within a law enforcement or regulatory environment.
2. Significant experience in using office applications and technical systems.
3. The position holder must have a good knowledge of compliance and security standards for the administrative management of evidence items.
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. More detailed information on this can be found on the Commission's website 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 more detailed information on this process which can be found 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 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.

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. Applications marked confidential to (Quote Job Ref No: ICAC-ID-35):

- 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; or
- Fax to the Manager Human Resources, Security and Facilities on (02) 9264 5364

Closing date for applications

Friday 24 March 2017

The Commission is an EEO employer