

Job and Person Specification

Position	Senior Digital Forensic Specialist		
Section	Investigations		
Position Reports to	Team Leader Specialist Services	Position Number	P11615
Employment Status	Full-time Fixed term	Remuneration	ASO8

PRIMARY PURPOSE

The Organisation

The *Independent Commissioner Against Corruption Act 2012* established the Independent Commissioner Against Corruption (the Commissioner) and the Office for Public Integrity (OPI).

The functions of the Commissioner are to:

- identify and investigate corruption in public administration; and
- prevent or minimise corruption, misconduct and maladministration in public administration, including through referral of potential issues to inquiry agencies and public authorities, education and the evaluation of practices, policies and procedures.

The OPI is responsible to the Commissioner for receiving and assessing complaints and reports and determining the action to be taken or making recommendations to the Commissioner as to the action to be taken. The OPI has legislative functions under the *Police Complaints and Discipline Act 2016* for the receipt and review of complaints and reports about police and oversight of police disciplinary processes. The Commissioner and OPI have legislative functions under the *Public Interest Disclosure Act 2018*.

The use of the acronym 'ICAC' in this job and person specification refers to the office of the Independent Commissioner Against Corruption and includes the OPI.

Our Values

Independence

We conduct ourselves without fear or favour and make decisions according to law.

Accountability

We are responsible for our actions and decisions.
 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.

Respect

We treat everyone with respect, fairness and courtesy.
 We take our responsibilities seriously and use our powers carefully.

Excellence

We lead by example and demonstrate best practice.
 We continuously strive to improve our capabilities, skills and knowledge.
 We are committed to professionalism and service.

Collaboration

We practise and encourage the sharing of knowledge and ideas.
 We actively seek the contribution and perspectives of others.
 We work together to achieve best outcomes.

The Role

Leading and developing a secure digital forensic capability, the Senior Digital Forensic Specialist manages, administers and supports a core suite of intelligence information technology tools. The Senior Digital Forensic Specialist is responsible for managing the digital evidence function of investigations in a legally appropriate manner. Extracting, storing and analysing digital evidence in order to produce clear and concise investigative reports is a core function.

KEY RESPONSIBILITIES

- Lead and develop a secure digital forensic capability specific to ICAC's needs.
- Manage, administer and support a core suite of intelligence information technology tools.
- Manage the digital evidence function of investigations in a legally appropriate manner.
- Extract, store and analyse digital evidence from a wide range of devices and systems to produce clear and concise investigative reports.

- Attend premises subject to search warrants to provide expert guidance and professional advice in relation to digital evidence matters.
- Prepare and present evidence for court as necessary.
- Provide leadership and supervision to the Digital Forensic Specialist as required.
- Develop and maintain policies, procedures and governance to underpin best practice in computer forensics and digital crime investigation.
- Establish and maintain appropriate technical qualifications in digital forensics to support expert status for the provision of evidence in court.
- Provide technical support in relation to the provision of Telecommunication Interception and Listening and Surveillance Device data.
- Provide ICT support services for ICAC's corporate and digital forensics technology environments as required.

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

- Establish and maintain open and effective working relationships with internal and external stakeholders.
- Participate in planning, policy and decision making processes, regularly reviewing and reporting information, and making recommendations to improve efficiency and effectiveness.
- Actively contribute to strategic projects and participate in working groups and committees.

ICAC is a small agency. 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	<ul style="list-style-type: none"> • Tertiary qualifications in information technology, computer science or related field or equivalent proven experience. • Demonstrated technical understanding of current digital forensic principles and techniques.
Knowledge and Skill	<ul style="list-style-type: none"> • Experience using industry-leading forensic tools such as EnCase, FTK, X-ways, IEF, Nuix, XRY and Cellebrite. • Experience in undertaking various forms of digital forensics, including research and development in relation to best practice. • Ability to plan and execute end-to-end forensic investigations and analysis. • High degree of initiative and motivation to undertake complex ICT focused investigations. • Ability to articulate and visually present complex forensic processes and results in a clear and concise manner. • Excellent report writing skills. • High level interpersonal skills and demonstrated ability to build and maintain positive business relationships.
Personal Qualities	<p>Integrity High level of honesty, integrity, professionalism and ethical conduct.</p> <p>Resilience Ability to remain calm under pressure, maintain high levels of energy and accept constructive feedback.</p> <p>Team work Shares information and works well with the different working styles of others.</p> <p>Initiative Drive, motivation and proactivity with a commitment to continuous learning.</p> <p>Flexibility Adaptable, receptive and able to adjust easily to changing work demands and circumstances.</p>

DESIRABLE SELECTION CRITERIA

Technical Expertise

- EnCase Certified Examiner (EnCE), Certified Computer Examiner (CCE), Certified Fraud Examiner (CFE), GIAC Certified Forensic Examiner (GCFE), GIAC Certified Forensic Analyst (GCFA), Certified Information Security Auditor (CISA) and/ or Certified Information Systems Security Professional (CISSP) certifications.

Knowledge and Skill

- Experience in developing policies and procedures
- Experience in risk management, business continuity and information security, in order to review policies and manage governance.
- Knowledge of computer hardware, operating systems and forensic techniques.
- Experience testifying in court and providing expert testimony in court proceedings.

SPECIAL CONDITIONS

- Candidates must meet citizenship or permanent residency requirements.
- Candidates must be able to obtain and maintain a security clearance at Negative Vetting 1 level.
- Appointments may be subject to reference checks.
- Some positions 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.
- Employees may be required to work non-standard hours.
- Employees may be required to travel intrastate / interstate as directed by the Commissioner.

COMPLIANCE

Employees are responsible and accountable for compliance with the following legislative requirements and/or associated policies and procedures:

- *Independent Commissioner Against Corruption Act 2012*
- *Police Complaints and Discipline Act 2016*
- *Judicial Conduct Commissioner Act 2015*
- *Public Interest Disclosure Act 2018*
- *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 Commissioner Against Corruption Directions and Guidelines
- Independent Commissioner Against Corruption approved policies and procedures including Information Security Management System (ISMS) policies.

APPROVAL

.....

...../...../.....

COMMISSIONER/DELEGATE

ACKNOWLEDGEMENT

.....

...../...../.....

INCUMBENT'S SIGNATURE

.....

INCUMBENT'S FULL NAME