

Job and Person Specification

Position	Principal Prevention Analyst		
Section	Prevention and Communications		
Position Reports to	Manager Prevention	Position Number	TBC
Employment Status	Full-time fixed term	Remuneration	AS07

PRIMARY PURPOSE

The Organisation

The Independent Commission Against Corruption is established by the *Independent Commission Against Corruption Act 2012*.

The primary functions of the Commission are to:

- identify and investigate corruption in public administration; and
- prevent or minimise corruption in public administration, including through education and evaluation of practices, policies and procedures.

The Commission is headed by the Commissioner.

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 continually strive to improve our capabilities, skills and knowledge.
 We are committed to professionalism and service.

Collaboration

We 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

Reporting to the Manager Prevention, the Principal Prevention Analyst leads a small team of Senior Prevention and Prevention Analysts and is responsible for conducting evaluations and preparing reports and other prevention and education products. The Principal Prevention Analyst is an integral member of the Prevention and Communications Section, conducting high level prevention research and analysis of integrity issues and systems across public administration are key elements of the role. Through the assessment of complex information, including statistical analysis, the Principal Prevention Analyst will offer independent observations, conclusions and recommendations to the Commissioner and Chief Executive Officer. The Principal Prevention Analyst will possess excellent written and verbal communication skills and will be capable of preparing written work to a standard suitable for publication.

KEY RESPONSIBILITIES

- Lead, motivate and manage a small team of Senior Prevention and Prevention Analysts, including through building capability to ensure high quality work, research and analysis.
- Conduct detailed research and analysis to formulate evidence based recommendations and develop public reports.
- Provide expert analysis, conclusions and recommendations about the adequacy and appropriateness of integrity related practices, policies and procedures across public administration or in relation to an agency subject to an evaluation or inquiry by the Commission.

- Structure and analyse data obtained through complaints, reports, referrals and investigations about public administration to identify risks and trends and develop recommendations for the Commissioner.
- Conduct interviews of executives and employees of an agency the subject of an evaluation or inquiry to develop an understanding of the agency and assess its risks and appropriate controls.
- Create accurate and insightful surveys and drive the collection, extraction, manipulation and analysis of survey results to deliver insights and recommendations to a standard suitable for inclusion in a public report.
- Prepare reports for the Commissioner, Chief Executive Officer and other stakeholders detailing research, analysis and operational observations, and propose recommendations that focus on preventing or minimising inappropriate conduct in public administration.
- Identify weaknesses in governance, policies and procedures, and risks of impropriety, and make recommendations to the Commissioner and Chief Executive Officer in relation to any action that might be taken in response.
- Research and write prevention and education publications and resources including investigation outcome letters, best practice guides, keynote speeches and presentations.
- Assume a leading role when participating in evaluations, including setting team goals, delegating tasks and editing written work where necessary to ensure consistent communication of the Commission's message.

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

- 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.

The Commission is a small agency which utilises multi-disciplinary teams. 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 business, law, social science, humanities or post graduate studies, or demonstrated equivalent experience in research. • Demonstrated experience in the review and analysis of organisational operations for the purposes of determining strengths, risks and opportunities for improvement.
Knowledge and Skill	<ul style="list-style-type: none"> • Demonstrated ability to lead and manage a team, engage employees and manage performance in order to deliver strategic objectives. • High level interpersonal skills including the ability to build and maintain professional relationships, support and guide colleagues and engage key stakeholders. • High level understanding of corporate governance and risk management. • Experience with the practical application of risk management in business or public administration. • Demonstrated ability to critically analyse large amounts of complex information to identify and summarise the key points. • Demonstrated experience in the ability to research and write high level reports.
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 Can share information and work 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

- Demonstrated ability to capture and manage large volumes of information in an ordered system to facilitate referencing to an academic or legal standard.

Knowledge and Skill

- Contemporary knowledge of the functions and operations of State Government departments, statutory authorities and local councils.
- A sound understanding of the political, social and organisational environment in which the Commission operates.

SPECIAL CONDITIONS

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

COMPLIANCE

The employee is responsible and accountable for compliance with the following legislative requirements and/or associated policies and procedures:

- *Independent Commission Against Corruption Act 2012*
- *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 Commission Against Corruption approved policies, procedures and guidelines.

APPROVAL

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COMMISSIONER/DELEGATE

ACKNOWLEDGEMENT

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INCUMBENT'S SIGNATURE

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INCUMBENT'S FULL NAME