

Job and Person Specification

Position	Senior Legal Officer		
Section	Legal Services		
Position Reports to	Director Legal Services	Position Number	TBC
Employment Status	Full-time or part-time fixed term	Remuneration	LEC4/LEC5

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

The Senior Legal Officer is responsible for the provision of high quality expert legal advice to support the statutory functions of the Commission. The Senior Legal Officer assists the Commission to identify and respond to strategic legal issues associated with the discharge of its statutory functions and to provide guidance to Legal Officers.

KEY RESPONSIBILITIES

- Providing timely high quality legal advice and assistance in relation to the discharge of statutory functions by the Commission.
- Advising on matters associated with investigations, including the exercise of powers, applications for warrants, briefs of evidence, management of exhibits and legislative compliance obligations.
- Representing the Commission in the Supreme Court of South Australia and in other courts / tribunals as required.
- Appearing as counsel assisting the Commission or an examiner in examinations conducted pursuant to the *Independent Commission Against Corruption Act 2012* or in hearings conducted pursuant to other legislation.
- Providing guidance and leadership to Legal Officers including the settling of advices and other documents.

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 multidisciplinary 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"> • Bachelor of Laws or equivalent qualification from a recognised tertiary institution. • Admitted, or eligible for admission, as a practitioner of the Supreme Court of South Australia and the High Court of Australia. • Significant expertise providing legal advice regarding the discharge of statutory powers in a law enforcement environment or in the context of complex investigations. • Demonstrated experience in litigation and advocacy. 										
Knowledge and Skill	<ul style="list-style-type: none"> • Capacity to identify trends and issues relevant to the Commission in the discharge of its statutory functions, and to make recommendations accordingly. • Demonstrated ability to provide written legal advice on complex and difficult matters in a clear, timely and accurate manner. • Demonstrated ability to distil complex legal concepts into appropriately worded policies and processes. • Demonstrated ability to present complex legal matters in a clear, cogent and understandable manner. • Demonstrated excellence in making sound and rational decisions in a timely manner. 										
Personal Qualities	<table border="0"> <tr> <td data-bbox="430 1243 542 1279">Integrity</td><td data-bbox="590 1243 1437 1279">High level of honesty, integrity, professionalism and ethical conduct.</td></tr> <tr> <td data-bbox="430 1290 542 1326">Resilience</td><td data-bbox="590 1290 1437 1350">Ability to remain calm under pressure, maintain high levels of energy and accept constructive feedback.</td></tr> <tr> <td data-bbox="430 1361 542 1397">Team work</td><td data-bbox="590 1361 1437 1422">Shares information and works well with the different working styles of others.</td></tr> <tr> <td data-bbox="430 1433 542 1469">Initiative</td><td data-bbox="590 1433 1437 1469">Drive, motivation and proactivity with a commitment to continuous learning.</td></tr> <tr> <td data-bbox="430 1480 542 1516">Flexibility</td><td data-bbox="590 1480 1437 1541">Adaptable, receptive and able to adjust easily to changing work demands and circumstances.</td></tr> </table>	Integrity	High level of honesty, integrity, professionalism and ethical conduct.	Resilience	Ability to remain calm under pressure, maintain high levels of energy and accept constructive feedback.	Team work	Shares information and works well with the different working styles of others.	Initiative	Drive, motivation and proactivity with a commitment to continuous learning.	Flexibility	Adaptable, receptive and able to adjust easily to changing work demands and circumstances.
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DESIRABLE SELECTION CRITERIA

Knowledge and Skill	<ul style="list-style-type: none"> • Experience providing legal advice in relation to the operations of a law enforcement agency or other investigative agency, preferably in South Australia. • Experience in providing legal advice regarding the enforcement of criminal law in South Australia. • Experience in preparing and settling applications for warrants and other applications in a law enforcement setting. • Detailed knowledge of the operations of the South Australian Public Sector, Local Government and the criminal justice system.
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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 and procedures including Information Security Management System policies.

APPROVAL

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COMMISSIONER/DELEGATE

ACKNOWLEDGEMENT

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INCUMBENT'S SIGNATURE

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INCUMBENT'S FULL NAME