

Job and Person Specification

Position	Prevention and Communications Support Officer		
Section	Prevention and Communications		
Position Reports to	Manager Prevention	Position Number	NEW
Employment Status	Full-time Fixed term	Remuneration	ASO3

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 referral of potential issues, education and evaluation of practices, policies and procedures.

The Commission is headed by the Independent Commissioner Against Corruption.

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 Prevention and Communications Support Officer provides efficient and professional support to the Prevention and Communications Section across a range of functions, activities and initiatives. Demonstrating initiative, creative flair and an eye for detail, the Prevention and Communications Support Officer liaises with a range of internal and external stakeholders in order to efficiently and effectively support the delivery of reports, education initiatives and communications.

KEY RESPONSIBILITIES

- Liaise with internal and external stakeholders to coordinate and support corruption prevention activities, including evaluations, research, and education initiatives.
- Under the guidance of the Senior Communications Officer, coordinate the production and release of significant publications.
- Facilitate changes to the Commission's website using basic html coding.
- Facilitate changes to the Commission's communications collateral including basic editing of videos, audio, photos, and design text.
- Provide support to the communication functions and initiatives of the Commission.

- Provide support in coordinating education activities and other prevention initiatives including supporting the online learning system.
- Use the Commission's information management systems to accurately record and manage information from a range of sources in accordance with established procedures.
- Assist in the procurement of goods and services to support the delivery of Prevention and Communications functions, activities and projects, in line with the Commission's policies and procedures.
- Provide administration and other support to the Commission's executive.
- Ensure consistent use of the Commission's brand.

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

- Establishing and maintaining open and effective working relationships with internal and external stakeholders.
- Participating in planning, policy and decision-making processes, regularly reviewing and reporting information, and making recommendations to improve efficiency and effectiveness.
- Actively contributing to projects and participating 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"> • Experience in preparing, editing and formatting professional business documentation using clear and succinct expression. • Excellent attention to detail and demonstrated ability to organise and interpret information. • Experience with basic editing of communications collateral including video, audio and photos. • Experience in making live website changes and basic html coding.
Knowledge and Skill	<ul style="list-style-type: none"> • Demonstrated ability to manage competing tasks and priorities. • Excellent interpersonal skills and the ability to liaise effectively with internal and external stakeholders. • Ability to use tact and discretion in dealing with confidential information. • Sound understanding of information management processes and systems.
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	<ul style="list-style-type: none"> • Demonstrated ability to conduct research and to summarise and analyse information.
Knowledge and Skill	<ul style="list-style-type: none"> • An understanding of public administration, including state and local government structures, processes and integrity risks.

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
- Policies and procedures approved by the Independent Commission Against Corruption 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