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**POSITION DESCRIPTION**

**Compliance Officer - External Oversight**

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| **POSITION DETAILS** | | | |
| **Business unit** | Legal, Assessment & Review, Compliance (LARC) | **Position number** |  |
| **Position reports to** | Managing Principal Lawyer - External Oversight | | |
| **Positions reporting to this role** | Nil | | |
| **Salary range** | As per VPS Agreement | **VPS Grade** | VPS 4 |
| **Location** | Melbourne CBD | **Date approved** | January 2024 |

**About IBAC**

IBAC is Victoria’s independent anti-corruption agency responsible for preventing and exposing public sector corruption and police misconduct. We do this by investigating serious corruption and police misconduct; and informing the public sector, police and the community about the risks and impacts of corruption and police misconduct, and ways in which it can be prevented. Our jurisdiction covers state and local government, police, parliament, and the judiciary.

IBAC’s work is challenging – we expose public sector corruption and police misconduct and they’re serious issues. We front up to this mission each day because we all want a public service that acts in the best interests of Victoria.

We are a dedicated team that works well with people who share our courage and determination - people who are measured, fair and trustworthy with a keen sense of duty. Putting the spotlight on potentially corrupt behaviour can reveal sensitive information, information we are trusted to work with confidentially and respectfully. It’s not the kind of job you can go home and tell your friends or family about, but our work is interesting, stimulating and incredibly rewarding.

Our challenge is to stay two steps ahead of those involved in corrupt conduct. IBAC works in partnership with State Government, local councils, and Victoria Police to build strong cultures of integrity across the public sector. We understand that requires unwavering fortitude and a continual desire to work together to meet our responsibilities to the Victorian community. We have our work cut out for us but with the right team we can achieve great things.

**Our Values**

Our skilled and talented workforce is integral to achieving our priorities. Our work is underpinned by our values and culture which works to support a strong approach to ensuring there is integrity in all we do. Our values are embedded in our ways of working, dealing with Government agencies, the community, and our colleagues**.**

**We Lead by Example, Act Impartially, Work Together, Behave with Respect, Strive for Excellence.**

**Role Purpose**

The Legal, Assessment and Review and Compliance Division actively contributes to the prevention and exposure of corruption through the Assessment & Review, Compliance function and Legal services to support Investigations, Digital Forensics and Collections and Surveillance teams achieve business objectives.

The External Oversight unit (EOU) is responsible for IBAC’s external oversight functions that arise under legislation. This involves IBAC monitoring compliance by Victoria Police with its obligations under legislation, including the *Drugs, Poisons Controlled Substances Act 1981* (Vic), *Sex Offenders Registration Act 2004* (Vic), *Witness Protection Act 1991* (Vic), *Firearms Act 1996* (Vic) and the *Crimes Act 1958* (Vic). Where IBAC is provided with new oversight functions the EOU will also manage those functions. The EOU is responsible for providing authoritative legal advice, meeting legislative time frames, conducting reviews and inspections, preparing reports and engaging with relevant stakeholders.

The Compliance Officer assists to ensure that IBAC meets each of its compliance obligations in accordance with its legislative requirements, including the timely, efficient and effective conduct of reviews and inspections, analysis of data and other information and production of compliance reports.

KEY ACCOUNTABILITIES

* Assist to conduct reviews or inspections of Victoria Police to determine compliance with legislative requirements arising under relevant legislation, including collecting and analysing data and drafting reports or parts of reports, to the Chief Commissioner and Ministers
* Prepare correspondence, briefing notes and other documents in relation to the EOU functions.
* Draft and maintain policies, procedures, systems and templates in relation to IBAC’s oversight of Victoria Police’s legislative compliance obligations.
* Provide oral and written information in relation to IBAC’s oversight obligations.
* Identify and propose recommendations for continuous improvement of EOU processes.
* Other duties as required within the division.

Key selection criteria

Technical Expertise

* Understanding, or the ability to quickly gain an understanding of IBAC’s oversight functions under the relevant legislation.
* Knowledge and experience in compliance, auditing and/or inspection methods would be an advantage.
* Demonstrated ability to deliver high quality work with precision and accuracy.

Personal Attributes

* **Working Collaboratively:** Build a supportive and cooperative team environment; Engages other teams to share information in order to understand or respond to issues; Support others in challenging situations.
* **Promote Inclusion:** Pays attention to words, expression and body language; Recognises behaviours that promote a culture of inclusion. Hold self and team accountable towards being inclusive to individuals from diverse backgrounds. Takes corrective actions when behaviours displayed do not promote an inclusive work place.

Meaningful Outcomes

* **Strategic Planning**: Ensures that day to day planning and work processes are in line with team/organisation strategy; Identifies and develops own and team objectives linking strategies to actions to achieve these; Guides others in strategic planning process.

Enabling Delivery

* **Critical Thinking and Problem Solving:** Resolves issues through deep understanding or interpretation of existing guidelines. Where guidelines are not available, analyses ideas available and takes action through self, or in consultation with others to resolve problems. If required, determine additional information needed to make informed decisions. Applies critical thinking and problem solving concepts in the right context.
* **Data Literacy:** Considers data sources, collection and structure impacts in the delivery of data analysis. Generates descriptive statistics and relevant data visualisation leading to decisions under the guidance from subject matter experts. Ability to utilise advanced excel formulas, pivot tables and generation of data charts is required.
* **Political and Organisational Context:** Understands issues and pressures to which the organisation has to respond; Understands the reasons behind the organisational climate and culture.

Authentic Relationships

* **Influence and Persuasion:** Consistently adapts the content, style, message or tone of a presentation to suit the audience and plans how to tackle objections; Applies own ideas by linking them to others’ values, needs and goals.
* **Interpersonal Skills:** Sees things from another’s point of view and confirms understanding; Understand motivations, needs and wants of stakeholders and their impact on service delivery; Tailor communications according to audience and/or audience preference.
* **Communicate with Impact:** Prepares and delivers logical sequential and succinct presentations; Uses clear and concise language; Uses media appropriate to the audience and presents information to develop the understanding of the topic.
* **Stakeholder Engagement:** Takes steps to add value for the client or stakeholder; Links people with other areas as appropriate; Monitors client and stakeholder satisfaction; Constructively deals with stakeholder issues.

Information and Security

As an integrity agency and as part of delivering its mission, IBAC has a regulatory obligation to uphold the Privacy and Data Protection Act 2014.

We protect public sector information, and all employees make an individual commitment to:

* Understand and adhere to IBAC’s information security policy and procedure.
* Exercise due care and due diligence when handling public sector information.
* Demonstrate sound judgement in assessing the security value of information.
* Be aware of the cyber security risks associated with IBAC information.
* Abide by the security conditions within information sharing agreements.
* Consider the digital and physical environment in which IBAC information is being accessed.

Important information

IBAC is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees consistent with the Occupational Health and Safety Act 2004 (Vic).

The salary range for this position is set out in the Victorian Public Service Enterprise Agreement 2020. Please refer to the Department of Treasury and Finance website ([dtf.vic.gov.au](http://dtf.vic.gov.au)) for further information.

IBAC policy stipulates that salary upon commencement is paid at the base of the salary range for the relevant grade. Any above base requests require sign off by an executive delegate and will be by exception only or where required to match the current salary of Victorian Public Service staff transferring at-level.

Individuals who have received a Voluntary Departure Package from a Victorian Public Service department/agency are ineligible for re-employment for a minimum period of three calendar years from the date of separation.

Pre-employment checks

All appointments to IBAC are subject to reference checks, pre-employment misconduct screening and criminal record checks.

Mandatory checks include:

* Candidates must be an Australian citizen
* Appointments will be subject to a National Police check
* Negative Vetting 1 Clearance; probity, financial position and any circumstances that may conflict with employment at IBAC to satisfactorily attain and maintain a security clearance
* Completion of a conflict of interest and declarable associations form
* All new employees are required by law to take an oath or affirmation before commencing

Some jobs may require additional check which include:

* psychometric testing, medical testing, defensive equipment training
* confirmation of experience and stated qualifications
* VicRoads Information Check
* Driver Licence Check(s) (if applicable)

Further information

Please visit: [www.ibac.vic.gov.au](https://www.ibac.vic.gov.au/)

[The Victorian Public Service (VPS) code of conduct for public sector employees of special bodies](https://vpsc.vic.gov.au/wp-content/uploads/2015/03/VPSC_Code_SB_WEB.pdf)