INDEPENDENT COMMISSION AGAINST CORRUPTION
PAPUA NEW GUINEA

JOB DESCRIPTION

Team Leader – Investigations

POSITION DETAILS			
Business unit	Investigations	**Position no.**	INN012
Position	Team Leader		
Position reports to	Director – Investigations Pos.No INB001, INN001		
Positions reporting to this role	Investigation Support Officer, Investigator, Senior Investigator		
Salary range	As per ICAC Grade 14 Performance Based Salary Structure	**Grade**	11
Location	Waigani, Port Moresby		

About ICAC

The Independent Commission Against Corruption (ICAC) is Papua New Guinea's independent anti-corruption agency responsible for preventing, reducing, and combating corruption in Papua New Guinea. We do this by investigating serious corruption across all jurisdictions in Papua New Guinea including parliament, local and provincial government, the judiciary and police.

ICAC's work is very challenging – we expose public sector corruption and strive for a public service that acts in the best interests of Papua New Guinea. ICAC works in partnership with the RPNGC, local and international enforcement agencies, local and provincial governments, and local and international stakeholders, to build a strong culture of integrity within Papua New Guinea.

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. Investigating corrupt behavior 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 Values

Our skilled and talented workforce is integral to achieving our priorities. Our work is underpinned by our values and culture to make sure there is integrity in all we do. Our values are embedded in the way we operate, 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 Investigations Division actively contributes to the prevention and exposure of corruption through Investigations, Forensics Accounting and Digital Forensics.

Responsible for investigating serious corruption across the public sector of Papua New Guinea, Investigations operate as multi-disciplinary teams consisting of investigators, forensic accountants, digital forensic officers and support officers.

Working in close collaboration with the Director, the Team Leader – Investigations is responsible for managing a multi-disciplinary team that investigates highly complex and sensitive matters involving allegations within ICAC's jurisdiction. The role is responsible for implementing a high quality, strategic and integrated approach to ICAC's investigations through the development and implementation of investigation strategies and driving an outcome-based team culture.

KEY ACCOUNTABILITIES

- In consultation with the Director, manage the planning and delivery of the Investigations teams' program of work, overseeing work efforts and investigations within the unit.
- Direct and conduct investigations in accordance with legislation, processes and procedure.
- Review complex written materials including affidavits and applications for warrants, briefs of evidence for court, reports and other documents.
- Engage with and provide complex advice to internal and external stakeholders in an operational setting to achieve the unit's goals.
- Contribute advanced expertise and knowledge to strategic planning and decision-making processes throughout investigation.
- Recommend new or enhanced policies and practices to minimise the risk of corrupt conduct occurring with the public sector organisations.
- Drive a culture of high performance, by providing direction and clear communication regarding role responsibilities and expectations; provide regular performance management and progress reviews to address performance strengths and gaps and provide relevant training and development opportunities to ensure successful achievement.
- Professionally and promptly manage and resolve more complex work-related issues through to resolution; support constructive working relationships and act as a role model, modelling ethical behaviours and values.
- Translate business unit goals into realistic team objectives to ensure effective and efficient operational delivery; support staff in identifying and managing emerging risks in an environment of change and continuous improvement.
- Other duties as required.

The operational requirements of investigation work mean hours may be irregular and extended, including weekend work and afterhours deployments when required. There is also a requirement for irregular travel within Papua New Guinea, including overnight stays. Investigations staff are also required to demonstrate the flexibility to respond to dynamic operational requirements within a reasonable timeframe.

KEY SELECTION CRITERIA

Technical Expertise

- Formal qualification in Investigation, Law Enforcement / Forensics or related discipline are essential.
- Have 7 years or more experience with 5 years in leadership or management role
- Extensive experience in the conduct and management of sensitive and complex criminal investigations.
- Extensive experience in leading multi-disciplinary teams.
- Extensive experience in the use of traditional and contemporary investigative techniques.
- Extensive experience in conducting and planning interviews with witnesses and persons of interest.
- Proven ability to achieve goals and make informed decisions in high pressure environments.
- Knowledge of the criminal law, the rules of evidence and criminal procedures, and understanding of the machinery of government and public sector organizational systems in Papua New Guinea.
- Knowledge of the PNG Constitution, Public Service (Management) Act, Public Finance (Management) Act and operational guidelines, Public Service General Orders (PSGO), Governments Development Goals and Objectives, the Organic Law on Independent Commission Against Corruption (OLICAC), and functional roles and responsibilities of the ICAC.

Personal Attributes

- **Resilience:** Creates a team environment which encourages and supports openness, persistence and genuine debate around critical issues. Provides sound explanation and argument for agreed positions.
- **Flexibility and Adaptability:** Works to find new ways to deliver outcomes; recognises the merits of different investigative options and implements; accordingly, has courage to alter strategies in situations when there are clear indications of existing strategy may not deliver the best outcome; builds commitment of others to adopt new strategies to deliver against outcomes.
- **Self-awareness:** Builds strong commitment of others towards continued personal development. Establishes mechanisms that enable communication of honest and constructive feedback at all levels.
- **Working collaboratively:** Build a culture of collaboration within the team and across the organisation; looks for and facilitates opportunities to collaborate with external stakeholders; identifies and overcomes barriers to communication with internal and external stakeholders.
- **Promote inclusion:** Creates a culture that supports and respects the individuality of others and recognises the benefits of diverse ideas and approaches; communicates well with, relates to and sees issues from the perspective of people from a diverse range of cultures and backgrounds.

Outcome Driven

- **Critical Thinking and Problem Solving:** Considers a broad range of topics (beyond immediate area of work) to develop and deliver tangible outcomes.
- **Innovation and Continuous Improvement:** Shares expertise and relevant information to support continuous improvement; establishes metrics that evaluate quality and effectiveness of work delivered; models and encourages new and different approaches and ways of working that will deliver outcomes beyond expectations.

Relationship Building

- **Influence and Persuasion:** Develops long-term and multi-phased plans to influence others; implements complex strategies to build buy-in from key internal and external stakeholders; effectively negotiates with stakeholders to achieve desired outcome.
- **Interpersonal Skills:** Builds relationships at senior levels; acts as a convenor between teams and departments to build collaboration.
- **Communicate with Impact:** Identifies key messages and information required for decision-making; provides high level advice on influencing and the needs of target audiences; provides advice on investigative strategy.

People Leadership

- **Managing People:** Role models ethical leadership through decision making and interactions with people; creates organisational culture that enables others to perform at their best and achieve outcomes for the organisation; champions people engagement as an organisational priority; provides leadership and guidance.

INFORMATION AND SECURITY

As an integrity agency and as part of delivering its mission, ICAC has a regulatory obligation to protect the information it obtains and controls. We protect public sector information, and all employees make an individual commitment to:

- Understand and adhere to ICAC's information and 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 cyber security risks associated with ICAC information.
- Abide by the security conditions within information sharing agreements.
- Consider the digital and physical environment in which ICAC information is being accessed.