



JOB DESCRIPTION FORM

Oversight Officer (CCC0468)

Assessment and Strategy Development Directorate

POSITION DETAILS

Classification Level:	5
Award/Agreement:	CCC Industrial Agreement 2013 (or subsequent replacements)
Position Status:	Up to 5 year appointment
Organisation Unit:	Assessment and Strategy Development Directorate - Oversight
Responsible To:	Manager Oversight - Level 7
Direct Report:	Nil

ROLE SPECIFIC RESPONSIBILITIES

The Assessment and Oversight directorate (AOD) is a multi-functional team working collaboratively across the Commission and the public sector through its assessment, oversight and strategic intelligence functions. The directorate assesses and manages the receipt of serious misconduct allegations, conducts reviews of investigations conducted by public sector agencies and conducts research and analysis to inform Commission priorities and external reports, among other functions.

The **Oversight Officer** is responsible for evaluation of actions taken by public sector agencies following a referral from the Commission, and case management of matters where the Commission has chosen to actively monitor and review action taken by an external agency. This involves liaising with agencies during the monitoring process and providing advice about the status of those matters, along with making recommendations for future action, to the Manager Oversight and the Senior Oversight Officer.

The Oversight Officer generates regular reports for the Commission's Executive Team about matters subject to Oversight, drafts correspondence to agencies, attends interagency meetings and undertakes formal evaluations of action taken by agencies.

- Supports the Manager Oversight in overseeing agency investigations through the provision of advice to agencies on the conduct of investigations, and the preparation of internal reporting.
- Reviews and provides advice on sources of information used by agencies and identifies gaps/alternate sources of information.
- Reviews and provides reports on the status of agency investigations subject to oversight by the Commission.
- Initiates and maintains collaborative relationships with agencies.
- Ensures effective record management through accurate and timely data entry.
- Contributes to business improvement by making recommendations to improve procedures to achieve Commission objectives and outcomes for agency investigations.
- Analyses a wide variety of information, including during complex evaluations, highlighting/reporting on issues/trends with investigations conducted by appropriate authorities. Recognises patterns and makes recommendations for alternate action to the Operations Committee.
- Ensures that agency engagement complies with the Oversight Team's engagement strategy and escalation model.

- Regularly briefs Manager Oversight and Senior Oversight Officers on the status of matters subject to monitor and review, presenting complex information in a concise manner.

ESSENTIAL CAPABILITY REQUIREMENTS

Five core capabilities form part of the Commission's Capability and Leadership Framework. They define the desired behaviours and capabilities required for successful performance at the Commission. Each capability is supported by a set of behavioural indicators which are accessible from the Commission's website.

Applicants will be assessed on the following essential capability requirements and will need to ensure consideration is given to the behavioural indicators relevant to the classification level and within the context of the advertised role.

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| Shapes and manages strategy | <ul style="list-style-type: none"> • Anticipates, analyses and evaluates information and displays innovative thinking. |
| Achieves results | <ul style="list-style-type: none"> • Works independently and manages own work deliverables. • Proactively collaborates with others to achieve results. • Displays a strong work ethic and resilience. |
| Builds productive relationships | <ul style="list-style-type: none"> • Proactively builds trust and effectively works with a diverse group of stakeholders. |
| Exemplifies personal integrity and self awareness | <ul style="list-style-type: none"> • Displays judgement, initiative and professionalism. Continually develops self and others. |
| Communicates and influences effectively | <ul style="list-style-type: none"> • Communicates complex information in a clear manner for the target audience. |
| Role Specific | <ul style="list-style-type: none"> • Ability to interpret and apply legislation, policy and procedure in the formulation of accurate advice and/or well-structured reports to internal and external stakeholders. • Ability to utilise good research, analytical and conceptual skills to assess, monitor and/or report on complaints, investigations and other related matters. • Well-developed verbal, written and interpersonal skills, particularly in the timely and effective case management and reporting of the status of matters. |

WORK HEALTH AND SAFETY REQUIREMENTS

You will take reasonable care to protect your own safety and health at work, and that of others by adhering to the safety and health policies and procedures of the Commission, and complying with all provisions of the *Work Health and Safety Act 2020*.

PRE EMPLOYMENT REQUIREMENTS

To be appointed to the position of **Oversight Officer** you will need to:

- be an Australian citizen or be immediately eligible for Australian Citizenship; and
- undergo and maintain stringent security vetting.
- complete psychological testing to the satisfaction of the Commission prior to appointment. The role can be exposed to traumatic and distressing material.

Note: The Commission is committed to regular wellbeing checks at regular intervals and as deemed necessary by management.

CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities and capabilities of the position.

Emma Johnson
CHIEF EXECUTIVE



Signature

6 February 2026

Date