



JOB DESCRIPTION FORM

Monitor (Generic)

Operations Directorate

POSITION DETAILS

Classification Level:	3
Award/Agreement:	CCC Industrial Agreement 2013 (or subsequent replacements)
Position Status:	Up to 5 year appointment
Organisation Unit:	Operations Directorate, Electronic Collection Unit (ECU)
Responsible To:	Electronic Collection Unit Manager Operations - Level 7
Direct Report:	Nil

ROLE SPECIFIC RESPONSIBILITIES

The Operations Directorate manages the Commission's investigative activities. The Investigations and Operational Support business units work together to proactively identify and investigate allegations of serious misconduct, organised crime and unexplained wealth. The focus of the Commission's investigative activity is on systemic and complex matters, many of which require the use of specialist capabilities.

The **Monitor** is responsible for the timely review and evaluation of all incoming information as a result of telecommunications interceptions and other covert electronic surveillance. In addition, the role provides support to the Commission's investigative capabilities.

- Key responsibilities: Effectively operate recording and monitoring equipment, and other systems associated with the processing of information obtained through a variety of electronic surveillance capabilities including communication interception, surveillance devices and digital forensics;
- Provide effective, efficient, and accurate information summaries/reports for communication to relevant stakeholders whilst ensuring compliance with policies, procedures and legislative requirements.
- Provide timely assistance for real time operational and investigative support in accordance with relevant procedures or legislative frameworks;
- Work collaboratively with other team members in a small team environment, providing assistance to others where workloads exceed capacity;
- As required, undertake a diverse range of administrative and operations support tasks to assist operational teams and management;
- Provide flexibility working a shift roster including evenings, weekends and public holidays;
- Other duties as required.

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"> Proactively analyses and evaluates information and displays innovative thinking. |
| Achieves results | <ul style="list-style-type: none"> Works independently and as part of a team to achieve results. Displays a strong work ethic and resilience. |
| Builds productive relationships | <ul style="list-style-type: none"> Builds trust and effectively works with stakeholders. |
| Exemplifies personal integrity and self-awareness | <ul style="list-style-type: none"> Displays judgement, initiative and professionalism. Seeks to continually learn and develop. |
| Communicates and influences effectively | <ul style="list-style-type: none"> Communicates information in a clear manner for the target audience. |
| Role Specific | <ul style="list-style-type: none"> Proven ability to identify and evaluate specific information within large quantities of information, determine degrees of relevance and apply guidelines and initiative appropriately in reacting to information. Well-developed observational skills and able to maintain focus while monitoring for long periods. High level of computer literacy and keyboard skills to work with technology designed to intercept and manage information, including experience in the operation of the Microsoft Office suite of applications. |

PRE EMPLOYMENT REQUIREMENTS

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

- be an Australian citizen or be immediately eligible for Australian Citizenship;
- be available to undertake shift work and extended hours as required; and
- undergo and maintain stringent security vetting.

CERTIFICATION

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

Emma Johnson

13/06/2025



CHIEF EXECUTIVE

Signature

Date