



JOB DESCRIPTION FORM

Principal Electronic Discovery and Digital Forensics (CCC0107)

Operational Support Directorate

POSITION DETAILS

Classification Level:	Level 7 + 10% Composite Allowance
Award/Agreement:	CCC Industrial Agreement 2013 (or subsequent replacements)
Position Status:	Up to 5 year appointment
Organisation Unit:	Operational Support Directorate - Electronic Collections Unit
Responsible To:	Assistant Director Electronic Collection and Discovery – (Level 8)
Direct Report:	Digital Forensics Specialist (Level 6) x 2

ROLE SPECIFIC RESPONSIBILITIES

The Operational Support directorate is responsible for the delivery of high-quality capabilities to the Commission's serious misconduct and unexplained wealth investigations. This includes the effective delivery of covert surveillance and electronic collection activities.

The Principal Electronic Discovery and Digital Forensics, is responsible for ensuring the Commission's digital evidence is identified, preserved, and analysed in accordance with legislative and evidentiary requirements. The role provides strategic oversight and technical leadership to support investigations, maintain the integrity and admissibility of electronic evidence, and build organisational capability in a rapidly evolving digital environment. It also ensures the Commission can respond effectively to complex data challenges while minimising risk and supporting operational and legal outcomes.

The **Principal Electronic Discovery and Forensics** is responsible for:

- Leveraging a specialist technical skillset to deliver high quality digital forensic outcomes through hands-on identification, preservation, collection, examination and analysis in both operational and laboratory environments, and production of reports to support investigations.
- Provides expert advice on digital evidence acquisition, preservation, and presentation, including expert witness evidence as required.
- Leads and develops the Commission's digital forensic capability by managing the day to day business and operational activities of the unit, that aligns with organisational objectives, managing risk, and driving continuous improvement.
- Managing and maintenance of forensic systems, equipment and software, including procurement, implementation and lifecycle management.
- Technical leadership, mentoring and developing Digital Forensic Specialists while continually enhancing own expertise.
- Identifies and implements strategic opportunities to enhance digital forensic services and capabilities.
- Educates Commission staff on digital forensics and eDiscovery.
- Builds and maintains relationships with internal and external stakeholders.

SEC=CCC NON SENSITIVE

Principal Electronic Discovery and Digital Forensics - Level 7 – CCC0107
Corruption and Crime Commission

- Conducts research and development into emerging methodology and technology in the domain of digital forensics and information security, and leads strategic investment, implementation and lifecycle management.
- Develops and manages digital forensic services, offerings and tools.
- Performing tasks or duties that are outside usual span of role but within the range of the principal's professional capabilities.

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.

- | | |
|--|--|
| Shapes and manages strategy | <ul style="list-style-type: none">• Anticipates, analyses and manages emerging issues. Develops innovative solutions to complex problems. |
| Achieves results | <ul style="list-style-type: none">• Works independently and manages individual and team work deliverables, as required. 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 collaborates and maintains relationships with a diverse group of stakeholders. |
| Exemplifies personal integrity and self awareness | <ul style="list-style-type: none">• Displays judgement, initiative and professionalism and encourages these standards in others. Continually develops self and others. |
| Communicates and influences effectively | <ul style="list-style-type: none">• Communicates complex information in a clear and compelling manner for the target audience. |
| Role Specific | <ul style="list-style-type: none">• Possession of relevant industry qualifications/certifications and tertiary qualifications, including E-Discovery, digital forensics, computer science, information technology, ethical hacking, security analyst, offensive security, software development and/or scripting skills, big data or database analysis skills.• Ability to demonstrate knowledge and skills which could be applied to E-Discovery/digital forensics.• Demonstrated experience in the leadership, management and development of technical capabilities and teams; whilst effectively and efficiently achieving results through these capabilities and teams. |

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 **Principal E-Discovery and Digital Forensics** you will need to:

- be an Australian citizen or be immediately eligible for Australian Citizenship; and
- undergo stringent security vetting and maintain a relevant security clearance.
- be available to work outside of normal business hours as required;
- hold an unrestricted Driver's Licence.

Note: Completion of Use of Force training is optional for this role. Medical and psychometric tests may be required on commencement, and ongoing operational safety, first aid and wellness checks are conducted through the appointment.

CERTIFICATION

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

Emma Johnson



20 May 2026

CHIEF EXECUTIVE

Signature

Date