



JOB DESCRIPTION FORM

Senior Financial Analyst (CCC0533)

Operations Directorate

POSITION DETAILS

Classification Level:	6
Award/Agreement:	CCC Industrial Agreement 2013 (or subsequent replacements)
Position Status:	Up to 5 year appointment
Organisation Unit:	Operations Directorate - Intelligence
Responsible To:	Manager Financial Investigations - Level 8
Direct Report:	Nil

ROLE SPECIFIC RESPONSIBILITIES

The Operations directorate manages the Commission's investigative activities. The Directorate's three units, Investigations, Electronic Collection and Surveillance, work together to proactively identify and investigate allegations of serious misconduct 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 **Financial Analyst** is responsible for supporting financial investigations by researching, collecting and analysing evidence and intelligence for all matters managed in accordance with the *Corruption, Crime and Misconduct Act 2003* (CCM Act), the *Criminal Property Confiscation Act 2000* (CPC Act), and those referred that are consistent with the Commission's operational responsibilities. The position is responsible for tactical and operational research and analysis activities, to gather intelligence that creates a foundation upon which financial investigation activities are based upon and progressed.

- Application of contemporary intelligence methodology to the analysis, identification and development of investigative opportunities and targets.
- Uses the full range of Commission capabilities and resources, including human sources, surveillance, technical capability, coercive powers, analytical tools and software.
- Uses a high degree of initiative and extensive knowledge and experience to determine reliability, relevance and credibility of information. Influences and drives innovation and developments within the Commission intelligence capability.
- Either individually or working with others, identifies opportunities to recruit and manage human sources. Analyses and prepares intelligence on how human source could benefit investigations, and conducts research to identify potential targets.
- Contributes to investigation planning and leads intelligence planning through the preparation of a range of products, evaluations, risk assessments and briefings to support tactical, operational and strategic decision making.
- Prepares material for hearings and prosecutions, and briefs Counsel ensuring that material prepared is complete, accurate and relevant. Coordinates the drafting and service of legal documents. Attends and presents evidence in court as required. Supports the broad range of responsibilities required in the conduct of Commission examinations.
- Contributes to effective financial investigations by compiling, analysing, interpreting and reporting financial information.
- Identifies, builds and sustains positive relationships and partnerships with internal and external stakeholders to gather information or share intelligence.

- Takes the lead in, or participates in the collection and analysis of intelligence where multi-agency support or input on matters is required. Provides regular briefings to a range of stakeholders.
- Maintains and manages records, information and the progress of matters through accurate and timely data entry in case management, intelligence and technical platforms.

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 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 collaborates 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">• Experience in planning, managing and conducting complex financial intelligence projects that support tactical, operational and strategic decision making.• Expertise and knowledge in the application of analytical tools and contemporary intelligence methodologies.

PRE EMPLOYMENT REQUIREMENTS

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

- be an Australian citizen or be immediately eligible for Australian Citizenship;
- undergo and maintain stringent security vetting; and
- hold an unrestricted Driver's Licence.

Notes: Completion of Use of Force training, requalification and associated medical and psychometric testing may be required (to be determined on an individual basis).

Working Conditions/Special Allowances: Ordinary hours of duty Monday to Friday, however, the position may be required to work outside normal hours for operational reasons in accordance with the relevant Industrial Agreement(s).

CERTIFICATION

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

Ray Warnes



3 July 2019

CHIEF EXECUTIVE

Signature

Date