



JOB DESCRIPTION FORM

Assistant Director Covert Surveillance (CCC0641)

Operations Directorate

POSITION DETAILS

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| Classification Level: | Level 8 + 20% Composite Allowance |
| Award/Agreement: | CCC Industrial Agreement 2013 (or subsequent replacements) |
| Position Status: | Up to 5 year appointment |
| Organisation Unit: | Operations Directorate - Covert Surveillance |
| Responsible To: | Director Operational Support - Level 9 |
| Direct Report: | Covert Surveillance Team Leader Technical - Level 7 Covert Surveillance Physical Team Leader - Level 7 |

ROLE SPECIFIC RESPONSIBILITIES

The Operational Support Directorate provides covert surveillance, electronic collection and digital forensic capability in support of the Commission's investigative functions. Covert Surveillance is the division tasked with delivering the Commission's physical and technical covert surveillance function.

The Assistant Director Covert Surveillance leads and oversees the resources and capabilities necessary to ensure the safe and secure operation and deployment of the Commission's covert surveillance resources. In meeting the requirements of the position, the Assistant Director Covert Surveillance:

- Oversees all aspects of the Commission's physical and technical covert surveillance function, including operatives, budget, assets and procedures.
- Maintains the Commission's covert surveillance capability to ensure it remains ready, reliable and fit-for-purpose.
- Manages business risks and work, health and safety risks in accordance with the Commission's Enterprise Risk Management Framework.
- Oversees and takes part in strategic and tactical planning for the Commission's surveillance function as well as the broader Commission's objectives.
- Cultivates and maintains an expert capability in physical and technical surveillance within the Covert Surveillance team.
- Establishes and reports on performance measures in the delivery of surveillance activity.
- Delivers investigative objectives by working closely with Investigations to understand priorities and deploy resources accordingly.
- Manages and maintains a suite of fit-for-purpose technical equipment (having regard to cost and benefits) which adequately addresses the Commission's investigative needs.
- Provides advice and solutions to complex problems relating to the application of surveillance assets and capabilities.
- Ensure the Commission's responsibilities in respect of surveillance equipment and methodology remains fully compliant with relevant legislation and policies.
- 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">● Builds a shared sense of purpose and direction and translates the vision into shorter-term goals and objectives.● Communicates with the team the purpose of their work and relationship between work objectives and organisational goals. |
| Achieves results | <ul style="list-style-type: none">● Builds effective teams with complementary skills.● Evaluates projects and business processes to understand critical success factors.● Commits to targets and strives to achieve results. |
| Builds productive relationships | <ul style="list-style-type: none">● Anticipates the needs of clients and provides prompt and professional service to them.● Delegates tasks effectively, provides clear direction and articulates parameters. |
| Exemplifies personal integrity and self-awareness | <ul style="list-style-type: none">● Role models 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, articulate and compelling manner. |
| Role Specific | <ul style="list-style-type: none">● A demonstrated understanding of covert surveillance disciplines and their application. |

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 **Assistant Director Covert Surveillance** you will need to:

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

CERTIFICATION

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

Emma Johnson



12 June 2025

CHIEF EXECUTIVE

Signature

Date