ACT INTEGRITY COMMISSION

Position Description

Position Title	Investigator
Classification	Administrative Services Officer Class 6
Salary	$102,657 - $116,592 + superannuation
Location	Canberra
Position Number	P48623
Reporting To	Director, Investigations
Position Requirements	A security clearance, or the ability to obtain and maintain a security clearance at the Negative Vetting Level 1 (NV1)
Contact Officer	Adelle Deakin - Senior Investigator, Investigations (02) 5132 9315 or adelle.deakin@integrity.act.gov.au
Last reviewed	March 2026

Agency overview

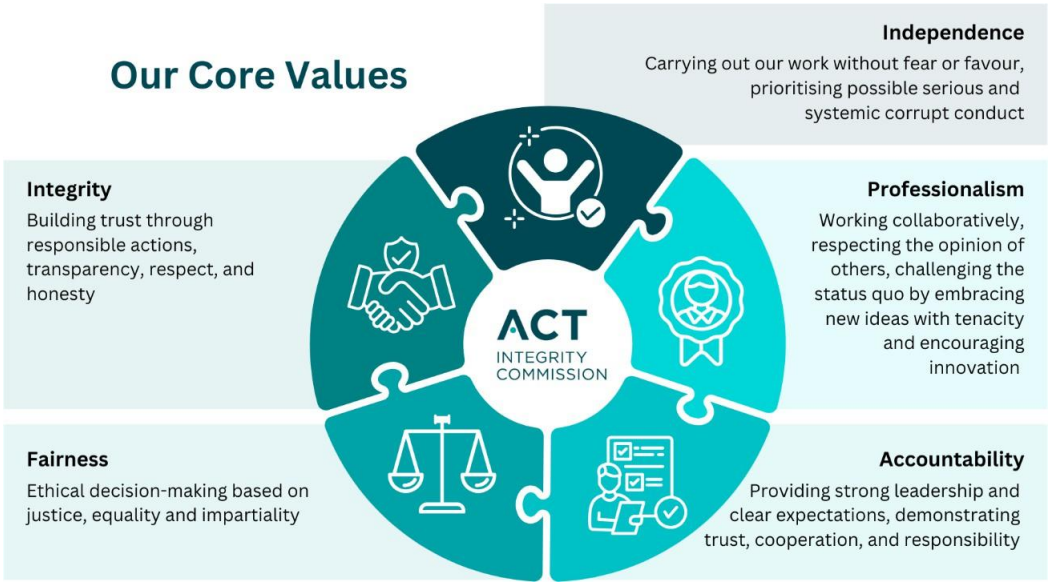
The ACT Integrity Commission (the Commission) is an independent integrity agency with powers under the *Integrity Commission Act 2018* (the IC Act) to investigate, expose and prevent corruption and foster public confidence in the integrity of government.

Under the *Public Interest Disclosure Act 2012* (the PID Act), the Commission is also responsible for receiving, assessing, referring, and investigating reports of disclosable conduct and deciding which reports are to be treated as Public Interest Disclosures (PIDs), and performing an oversight role of ACT public sector agencies and their management of PIDs.

Our functions

The Commission's functions are to:

- Investigate allegations of corrupt conduct
- Refer suspected instances of criminality or wrongdoing to the appropriate authorities
- Prevent corruption through research and mitigation efforts
- Publish information about investigations, including lessons learned
- Provide education programs
- Foster public confidence in the Legislative Assembly and ACT public sector
- Receive, assess, refer, and investigate reports of disclosable conduct, and
- Oversee ACT public sector agency management of public interest disclosures.



Business Unit Overview

The role of the Investigations team is to conduct investigations into alleged corrupt conduct under the *Integrity Commission Act 2018*. The team prioritises serious and/or systemic corrupt conduct.

Position Overview

Investigators will undertake investigations using conventional investigation methodologies and the use of covert and coercive investigation powers available under the Act. Investigators will prepare investigation plans, status reports, conduct witness interviews, review documents, prepare examination briefs for use in Commission examinations, and where appropriate, briefs of evidence for referral to the ACT Director of Public Prosecutions.

What you will do

1. Conduct investigations into allegations of corrupt conduct ensuring;
    a. Investigation standards are promoted, consistently applied, and operational practices will withstand internal and external scrutiny;
    b. investigation plans and activities are appropriately maintained so that information about operational progress and outcomes is readily available to others; and
    c. Operational and organisational risks are effectively managed and reported to the Director Investigations as required.
2. Take written and oral witness statements, Issue notices and summonses for evidential material and undertake investigative analysis.

3. Where necessary, prepare evidentiary material for Commission Examinations or for referral to prosecution entities, ensuring evidentiary material is professionally presented in accordance with legislative requirements, internal policies and the requirements of the Office of the ACT Director of Public Prosecutions.
4. Communicate within and external to the Commission in a professional, timely, clear and relevant way.
5. Contribute to a positive culture of continuous personal and organisational improvement by ensuring appropriate personal behaviours and recognising of the role the Commission plays in ensuring human rights are upheld and supported.
6. Promote ethical practice, Work Health and safety (WHS), Equal Employment Opportunity (EEO), diversity and employee well-being. Provide assistance to other business units within the Commission if and when required.

What you require (Selection Criteria)

Essential criteria

- Demonstrated experience in investigations, law enforcement, regulatory review, compliance or audit environments.
- Demonstrated knowledge of the law and/or the rule of law as it applies to oversight or regulatory environments.
- Proven organisational abilities, problem solving and analytical skills.
- Ability to write well and communicate effectively with a wide range of people both within and external to the Commission.
- An enquiring mind and the ability to work effectively in a multi-disciplinary team-based environment.

Professional / Technical Skills and Knowledge

- A Certificate IV Government (Investigations) or equivalent.
- A full driver's licence is preferred but not essential.
- The position may involve some domestic travel.

Compliance Requirements / Qualifications

The successful applicant will be required to obtain and maintain a Commonwealth security clearance at the Negative Vetting Level 1 (NV1) classification; accordingly, applications can only be considered from those with Australian Citizenship.

How to apply

Applications for the position should be submitted online via the jobs.act.gov.au website. Applications must include:

- A current resume, and
- A written response (a pitch) of no more than 750 words which:
  - demonstrates how your skills, knowledge and experience address the criteria outlined in the 'What you require' section of the position description, and

- outlines why you want the job and why you believe you are the best person for the position.

If you are unable to submit your application online, please contact Adelle Deakin – Senior Investigator, Investigations on (02) 5132 9315 or adelle.deakin@integrity.act.gov.au.

Note: if you are shortlisted for further assessment, you may be asked to undertake a written task to further demonstrate your capabilities.