AUSTRALIAN CRIMINAL INTELLIGENCE COMMISSION

POSITION DESCRIPTION

OFFICIAL

Position Title:	ACIC Investigator		
Division:	Intelligence Operations	**Classification and Salary:**	As per home agency
Branch:	State Manager SA	**Position Number:**	TBC
Section:	Investigations	**Ongoing/non-ongoing:**	Secondment 12 months
Location:	Adelaide	**Reports To:**	Manager, Investigations

Purpose of Position:

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. We advise senior decision makers on serious and organised crime impacting Australia. We are a full member of the National Intelligence Community, a Department of Home Affairs portfolio agency, and a member of the Five Eyes Law Enforcement Group.

Investigators target high end serious and organised crime, and gain an in-depth understanding and appreciation of serious organised crime at a national and international level and undertake relevant duties associated with intelligence operations and investigations.

Investigators work within multi-discip inary teams where they have direct access to surveillance operatives, covert human sources, legal office s, intelligenc professionals, support staff and members of external partner agencies. Additionally, Investigators utilise leading edge investigation techniques as well as the ACIC's coercive and legislative powers to ensure the ACIC is effective in disrupting serious and organised crime.

ACIC Capabilities:

All ACIC staff are required to:

- Exemplify the APS Values
- Meet security requirements
- Effectively use information and communications technology
- Meet work health and safety standards

APS Capabilities:

The following APS Capabilities provide the framework for every APS role:

- Shapes strategic thinking
- Achieves results
- Cultivates productive working relationships
- Exemplifies personal drive and integrity
- Communicates with influence

Released under the Freedom of Information Act 1982 (Cth)

Accountabilities & Responsibilities:

The principal accountabilities and responsibilities include:

- Participate in complex intelligence projects relating to nationally significant crime, taking particular responsibility for the recruitment and management of human sources against collection priorities
- Maximise the use of covert methodologies and ACIC powers including coercive examinations
- Directly manage human source intelligence collection cases within the context of relevant legislative, policy and legal frameworks, including cultivation, recruitment, deployment and, where appropriate, aftercare
- Extract all relevant information from intelligence operations and investigations, distilling such information into intelligence reports and comprehensive case management records
- Participate in the ACIC's intelligence collection requirements, processes, and provide input, based on intelligence collection expertise, to the processes for rating and ranking of National Criminal Intelligence Priorities
- Liaise with internal and external stakeholders, including specialist intelligence collection areas, investigations, and various analytical groups, to ensure optimal outcomes from ACIC intelligence collection activity.

Qualifications:

Essential

- Must be a current member of; or have served with a State, Federal or International law enforcement agency within the past three years in order to be eligible obtain AFP special membership including Use of Force status.
- Successfully complete an Operational Pre-Employment Medical
- Successfully obtain and maintain Human Sou ce Operations training
- Successfully obtain and maintain an NV1 Security Clearance (and the ability to obtain and maintain an NV2 Security Clearance if necessary)
- Complete annual Psychological Suitabili y Assessment

Desirable

- Demonstrated technical and legal understanding of Human Source deployment in support of investigative outcomes.
- Experience gained in an intelligence environment such as (but not limited to) law enforcement, defence or a national security agency.
- Experience in intelligence analysis in a law enforcement or national security environment.
- Demonstrated ability to manage investigation teams and investigations to maximise investigative and intelligence outcomes which contribute to our overall understanding of serious and organised crime.

Selection Criteria:

The following are the specific selection criteria for the role:

1. Demonstrated knowledge and experience in managing investigations of serious and organised crime with the ability to undertake target development and investigations in support of criminal prosecutions and collect intelligence in support of broader strategic outputs.
2. Demonstrated knowledge in delivering intelligence product to internal and external stakeholders in an operational intelligence environment.
3. Demonstrated experience in the recruitment and management of human sources in an operational law enforcement environment.
4. Knowledge and demonstrated technical and legal understanding of human source deployment in support of operational, intelligence and investigative outcomes.

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5. Highly developed oral, written, and communication skills, including the ability to develop and maintain productive working relationships within the ACIC and with other agencies. Possess an ability to prepare accurate, succinct intelligence reports and case management records.
Applying for the role:
Applicants are to provide a summary (no more than 1500 words per criteria) outlining your skills, knowledge and experience relevant to this vacancy. You should take into consideration the purpose of the position and the accountabilities and responsibilities for this role (including any detailed position specific requirements) when drafting your response. Where possible include specific relevant examples of your work. When you include examples, you should: • set the context by describing the circumstance where you used the skills or qualities and gained the experiences • detail what your role was • describe what you did and how you did it • describe what you achieved—what was the end result and how does it relate to the job you are applying for? The APS work level standards accommodate the diversity of roles across the APS and are structured to clearly differentiate between the work expected (i.e responsibilities and duties) at each classification level. To use as a guide when developing your statement, an explanation of the difference in capability required at the APS levels can be found at the following link: www.apsc.gov.au/working-in-the-aps/ils.

Contact:	Vic, 08 8217 6369

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This is a position of trust. The occupant must satisfy and abide by the ACIC's security requirements, which include Australian citizenship. The occupant must also satisfy a rigorous security assessment by the Australian Government Security Vetting Agency and is required to gain and maintain an Negative Vetting 1 clearance (and the ability to obtain and maintain an Negative Vetting 2 clearance if necessary. In assessing suitability for employment the ACIC conducts a pre-employment screening process. This requires the applicant to complete a pre-employment screening form for the purpose of character and background checking, and a psychological assessment. This position also requires the applicant to successfully complete an operational pre-employment medical assessment.

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AUSTRALIAN CRIMINAL INTELLIGENCE COMMISSION

POSITION DESCRIPTION

OFFICIAL

Position Title:	ACIC Investigator		
Division:	Intelligence Operations	**Classification and Salary:**	Detective Brevet Sergeant (EL1 equivalent) $120,219 p.a. plus 15.4% superannuation
Branch:	State Manager SA	**Position Number:**	50001290
Section:	Investigations	**Ongoing/non ongoing:**	2 year secondment (with possible 1 year extension)
Location:	Adelaide	**Repor s To:**	Investigations Manager

Purpose of Position:

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. We advise senior decision makers on serious and organised crime impacting Australia. We are a full member of the National Intelligence Community, a Department of Home Affairs portfolio agency, and a member of the Five Eyes Law Enforcement Group.

The Australian Criminal Intelligence Commission (ACIC) aims to be a leader in how we respond to current and emerging criminal threats. Human source and undercover intelligence collection will be the key component that drives our transnational investigation initiative in fighting transnational serious organised crime.

Investigators target high end ser ous and organised crime, and gain an in-depth understanding and appreciation of serious organised crime at a national and international level and undertake relevant duties associated with intelligence operations and investigations.

Investigators work within multi-disciplinary teams where they have direct access to surveillance operatives, covert human sources, legal officers, intelligence professionals, support staff and members of external partner agencies. Additionally, Investigators utilise leading edge investigation techniques as well as the ACIC's coercive and legislative powers to ensure the ACIC is effective in disrupting serious and organised crime.

ACIC Capabilities:

All ACIC staff are required to:

- Exemplify the APS Values
- Meet security requirements
- Effectively use information and communications technology
- Meet work health and safety standards

APS Capabilities:

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- Shapes strategic thinking
- Achieves results
- Cultivates productive working relationships
- Exemplifies personal drive and integrity
- Communicates with influence

Accountabilities & Responsibilities:

The principal accountabilities and responsibilities include:

- Participate in complex intelligence projects relating to nationally significant crime, taking particular responsibility for the recruitment and management of human sources against collection priorities
- Maximise the use of covert methodologies and ACIC powers including coercive examinations
- Directly manage human source intelligence collection cases within the context of relevant legislative, policy and legal frameworks, including cultivation, recruitment, deployment and, where appropriate, aftercare
- Extract all relevant information from intelligence operations and investigations, distilling such information into intelligence reports and comprehensive case managemen records
- Participate in the ACIC's intelligence collection requirements, processes, and provide input, based on intelligence collection expertise, to the processes for rating and ranking of National Criminal Intelligence Priorities
- Liaise with internal and external stakeholders, including specialist intelligence collection areas, investigations, and various analytical groups, to ensure optimal outcomes from ACIC intelligence collection activity.

Qualifications:

Essential

- Must be eligible obtain AFP special membership including Use of Force status.
- Successfully obtain and maintain Human Source Operations training
- Successfully obtain and maintain an NV1 Security Clearance (and the ability to obtain and maintain an NV2 Security Clearance if necessary)
- Complete annual Psychological Suitability Assessment

Desirable

- Demonstrated technical and legal understanding of Human Source deployment in support of investigative outcomes
- Experience gained in an intelligence environment such as (but not limited to) law enforcement, defence or a national security agency.
- Experience in intelligence analysis in a law enforcement or national security environment.
- Demonstrated ability to manage investigation teams and investigations to maximise investigative and intelligence outcomes which contribute to our overall understanding of serious and organised crime.

Selection Criteria:

The following are the specific selection criteria for the role:

1. Demonstrated knowledge and experience in managing investigations of serious and organised crime with the ability to undertake target development and investigations in support of criminal prosecutions and collect intelligence in support of broader strategic outputs.
2. Demonstrated knowledge in delivering intelligence product to internal and external stakeholders in an operational intelligence environment.

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3. Demonstrated experience in the recruitment and management of human sources in an operational law enforcement environment.
4. Knowledge and demonstrated technical and legal understanding of human source deployment in support of operational, intelligence and investigative outcomes.
5. Highly developed oral, written, and communication skills, including the ability to develop and maintain productive working relationships within the ACIC and with other agencies. Possess an ability to prepare accurate, succinct intelligence reports and case management records.

Applying for the role:

Applicants are to provide a summary (no more than 1500 words) outlining your skills, knowledge and experience relevant to this vacancy. You should take into consideration the purpose of the position and the accountabilities and responsibilities for this role (including any detailed position specific requirements) when drafting your response. Where possible include specific relevant examples of your work. When you include examples, you should:

- set the context by describing the circumstance where you used the skills or qualities and gained the experiences
- detail what your role was
- describe what you did and how you did it
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The APS work level standards accommodate the diversity of roles across the APS and are structured to clearly differentiate between the work expected (i.e responsibilities and duties) at each classification level.

To use as a guide when developing your statement, an explanation of the difference in capability required at the APS levels can be found at the following link: www.apsc.gov.au/working-in-the-aps/ils.

Contact:	Dave, (08) 8217 6206

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AUSTRALIAN CRIMINAL INTELLIGENCE COMMISSION

POSITION DESCRIPTION

OFFICIAL

Position Title:	ACIC Investigator		
Division:	Intelligence Operations	**Classification and Salary:**	As per home agency
Branch:	State Manager WA	**Position Number:**	TBC
Section:	Investigations	**Ongoing/non-ongoing:**	Secondment 12 months
Location:	Perth	**Reports To:**	Manager, Investigations

Purpose of Position:

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Investigators target high end serious and organised crime, and gain an in-depth understanding and appreciation of serious organised crime at a national and international level and undertake relevant duties associated with intelligence operations and investigations.

Investigators work within multi-discip inary teams where they have direct access to surveillance operatives, covert human sources, legal office s, intelligenc professionals, support staff and members of external partner agencies. Additionally, Investigators utilise leading edge investigation techniques as well as the ACIC's coercive and legislative powers to ensure the ACIC is effective in disrupting serious and organised crime.

ACIC Capabilities:

All ACIC staff are required to:

- Exemplify the APS Values
- Meet security requirements
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APS Capabilities:

The following APS Capabilities provide the framework for every APS role:

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Accountabilities & Responsibilities:

The principal accountabilities and responsibilities include:

- Participate in complex intelligence projects relating to nationally significant crime, taking particular responsibility for the recruitment and management of human sources against collection priorities
- Maximise the use of covert methodologies and ACIC powers including coercive examinations
- Directly manage human source intelligence collection cases within the context of relevant legislative, policy and legal frameworks, including cultivation, recruitment, deployment and, where appropriate, aftercare
- Extract all relevant information from intelligence operations and investigations, distilling such information into intelligence reports and comprehensive case management records
- Participate in the ACIC's intelligence collection requirements, processes, and provide input, based on intelligence collection expertise, to the processes for rating and ranking of National Criminal Intelligence Priorities
- Liaise with internal and external stakeholders, including specialist intelligence collection areas, investigations, and various analytical groups, to ensure optimal outcomes from ACIC intelligence collection activity.

Qualifications:

Essential

- Must be a current member of; or have served with a State, Federal or International law enforcement agency within the past three years in order to be eligible obtain AFP special membership including Use of Force status.
- Successfully complete an Operational Pre-Employment Medical
- Successfully obtain and maintain Human Sou ce Operations training
- Successfully obtain and maintain an NV1 Security Clearance (and the ability to obtain and maintain an NV2 Security Clearance if necessary)
- Complete annual Psychological Suitabili y Assessment

Desirable

- Demonstrated technical and legal understanding of Human Source deployment in support of investigative outcomes.
- Experience gained in an intelligence environment such as (but not limited to) law enforcement, defence or a national security agency.
- Experience in intelligence analysis in a law enforcement or national security environment.
- Demonstrated ability to manage investigation teams and investigations to maximise investigative and intelligence outcomes which contribute to our overall understanding of serious and organised crime.

Selection Criteria:

The following are the specific selection criteria for the role:

1. Demonstrated knowledge and experience in managing investigations of serious and organised crime with the ability to undertake target development and investigations in support of criminal prosecutions and collect intelligence in support of broader strategic outputs.
2. Demonstrated knowledge in delivering intelligence product to internal and external stakeholders in an operational intelligence environment.
3. Demonstrated experience in the recruitment and management of human sources in an operational law enforcement environment.
4. Knowledge and demonstrated technical and legal understanding of human source deployment in support of operational, intelligence and investigative outcomes.

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Applying for the role:
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AUSTRALIAN CRIMINAL INTELLIGENCE COMMISSION

POSITION DESCRIPTION

OFFICIAL

Position Title:	ACIC Investigator		
Division:	Intelligence Operations	**Classification and Salary:**	As per home agency
Branch:	State Manager VIC	**Position Number:**	TBC
Section:	Investigations	**Ongoing/non-ongoing:**	Secondment up to 12 months
Location:	Melbourne	**Reports To:**	Manager, Investigations

Purpose of Position:

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. We advise senior decision makers on serious and organised crime impacting Australia. We are a full member of the National Intelligence Community, a Department of Home Affairs portfolio agency, and a member of the Five Eyes Law Enforcement Group.

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ACIC Capabilities:

All ACIC staff are required to:

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- Meet work health and safety standards

APS Capabilities:

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Accountabilities & Responsibilities:

The principal accountabilities and responsibilities include:

- Participate in complex intelligence projects relating to nationally significant crime, taking particular responsibility for the recruitment and management of human sources against collection priorities
- Maximise the use of covert methodologies and ACIC powers including coercive examinations
- Directly manage human source intelligence collection cases within the context of relevant legislative, policy and legal frameworks, including cultivation, recruitment, deployment and, where appropriate, aftercare
- Extract all relevant information from intelligence operations and investigations, distilling such information into intelligence reports and comprehensive case management records
- Participate in the ACIC's intelligence collection requirements, processes, and provide input, based on intelligence collection expertise, to the processes for rating and ranking of National Criminal Intelligence Priorities
- Liaise with internal and external stakeholders, including specialist intelligence collection areas, investigations, and various analytical groups, to ensure optimal outcomes from ACIC intelligence collection activity.

Qualifications:

Essential

- Must be a current member of; or have served with a State, Federal or International law enforcement agency within the past three years in order to be eligible obtain AFP special membership including Use of Force status.
- Successfully complete an Operational Pre-Employment Medical
- Successfully obtain and maintain Human Sou ce Operations training
- Successfully obtain and maintain an NV1 Security Clearance (and the ability to obtain and maintain an NV2 Security Clearance if necessary)
- Complete annual Psychological Suitabili y Assessment

Desirable

- Demonstrated technical and legal understanding of Human Source deployment in support of investigative outcomes.
- Experience gained in an intelligence environment such as (but not limited to) law enforcement, defence or a national security agency.
- Experience in intelligence analysis in a law enforcement or national security environment.
- Demonstrated ability to manage investigation teams and investigations to maximise investigative and intelligence outcomes which contribute to our overall understanding of serious and organised crime.

Selection Criteria:

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1. Demonstrated knowledge and experience in managing investigations of serious and organised crime with the ability to undertake target development and investigations in support of criminal prosecutions and collect intelligence in support of broader strategic outputs.
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AUSTRALIAN CRIMINAL INTELLIGENCE COMMISSION

POSITION DESCRIPTION

OFFICIAL

Position Title:	ACIC Investigator		
Division:	Intelligence Operations	**Classification and Salary:**	As per home agency
Branch:	State Manager NSW	**Position Number:**	TBC
Section:	Investigations	**Ongoing/non-ongoing:**	Secondment up to 12 months
Location:	Sydney	**Reports To:**	Manager, Investigations

Purpose of Position:

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ACIC Capabilities:

All ACIC staff are required to:

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APS Capabilities:

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Accountabilities & Responsibilities:

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- Liaise with internal and external stakeholders, including specialist intelligence collection areas, investigations, and various analytical groups, to ensure optimal outcomes from ACIC intelligence collection activity.

Qualifications:

Essential

- Must be a current member of; or have served with a State, Federal or International law enforcement agency within the past three years in order to be eligible obtain AFP special membership including Use of Force status.
- Successfully complete an Operational Pre-Employment Medical
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Desirable

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Selection Criteria:

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AUSTRALIAN CRIMINAL INTELLIGENCE COMMISSION

POSITION DESCRIPTION

OFFICIAL

Position Title:	ACIC Investigator		
Division:	Intelligence Operations	**Classification and Salary:**	As per home agency
Branch:	State Manager WA	**Position Number:**	TBC
Section:	Investigations	**Ongoing/non-ongoing:**	Secondment 12 months
Location:	Perth	**Reports To:**	Manager, Investigations

Purpose of Position:

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ACIC Capabilities:

All ACIC staff are required to:

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The principal accountabilities and responsibilities include:

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- Maximise the use of covert methodologies and ACIC powers including coercive examinations
- Directly manage human source intelligence collection cases within the context of relevant legislative, policy and legal frameworks, including cultivation, recruitment, deployment and, where appropriate, aftercare
- Extract all relevant information from intelligence operations and investigations, distilling such information into intelligence reports and comprehensive case management records
- Participate in the ACIC's intelligence collection requirements, processes, and provide input, based on intelligence collection expertise, to the processes for rating and ranking of National Criminal Intelligence Priorities
- Liaise with internal and external stakeholders, including specialist intelligence collection areas, investigations, and various analytical groups, to ensure optimal outcomes from ACIC intelligence collection activity.

Qualifications:

Essential

- Must be a current member of; or have served with a State, Federal or International law enforcement agency within the past three years in order to be eligible obtain AFP special membership including Use of Force status.
- Successfully complete an Operational Pre-Employment Medical
- Successfully obtain and maintain Human Sou ce Operations training
- Successfully obtain and maintain an NV1 Security Clearance (and the ability to obtain and maintain an NV2 Security Clearance if necessary)
- Complete annual Psychological Suitabili y Assessment

Desirable

- Demonstrated technical and legal understanding of Human Source deployment in support of investigative outcomes.
- Experience gained in an intelligence environment such as (but not limited to) law enforcement, defence or a national security agency.
- Experience in intelligence analysis in a law enforcement or national security environment.
- Demonstrated ability to manage investigation teams and investigations to maximise investigative and intelligence outcomes which contribute to our overall understanding of serious and organised crime.

Selection Criteria:

The following are the specific selection criteria for the role:

1. Demonstrated knowledge and experience in managing investigations of serious and organised crime with the ability to undertake target development and investigations in support of criminal prosecutions and collect intelligence in support of broader strategic outputs.
2. Demonstrated knowledge in delivering intelligence product to internal and external stakeholders in an operational intelligence environment.
3. Demonstrated experience in the recruitment and management of human sources in an operational law enforcement environment.
4. Knowledge and demonstrated technical and legal understanding of human source deployment in support of operational, intelligence and investigative outcomes.

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5. Highly developed oral, written, and communication skills, including the ability to develop and maintain productive working relationships within the ACIC and with other agencies. Possess an ability to prepare accurate, succinct intelligence reports and case management records.
Applying for the role:
Applicants are to provide a summary (no more than 1500 words per criteria) outlining your skills, knowledge and experience relevant to this vacancy. You should take into consideration the purpose of the position and the accountabilities and responsibilities for this role (including any detailed position specific requirements) when drafting your response. Where possible include specific relevant examples of your work. When you include examples, you should: • set the context by describing the circumstance where you used the skills or qualities and gained the experiences • detail what your role was • describe what you did and how you did it • describe what you achieved—what was the end result and how does it relate to the job you are applying for? The APS work level standards accommodate the diversity of roles across the APS and are structured to clearly differentiate between the work expected (i.e responsibilities and duties) at each classification level. To use as a guide when developing your statement, an explanation of the difference in capability required at the APS levels can be found at the following link: www.apsc.gov.au/working-in-the-aps/ils.
Contact: secondments@acic.gov.au

The ACIC is committed to diversity and inclusion We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people f om culturally and linguistically diverse backgrounds, those who identify as LGBTIQ, mature aged employees and carers.

This is a position of trust. The occupant must satisfy and abide by the ACIC's security requirements, which include Australian citizenship. The occupant must also satisfy a rigorous security assessment by the Australian Government Security Vetting Agency and is required to gain and maintain an Negative Vetting 1 clearance (and the ability to obtain and maintain an Negative Vetting 2 clearance if necessary. In assessing suitability for employment the ACIC conducts a pre-employment screening process. This requires the applicant to complete a pre-employment screening form for the purpose of character and background checking, and a psychological assessment. This position also requires the applicant to successfully complete an operational pre-employment medical assessment.

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ACIC Investigator position – Advice to applicants

Expressions of interest are invited from members at the rank of Detective Senior Constable or Senior Constable having completed Detective Training for secondment at the Australian Criminal Intelligence Commission (ACIC).

Secondments are available for a period of two (2) years, with the option to extend for a further one (1) year. The position is located in Melbourne but may require travel interstate on ACIC national operations.

Experienced investigators are sought for the positions where members will work as part of a multi-disciplinary team in investigations and intelligence operations into nationally-significant serious and organised crime.

The positions are an opportunity to utilise leading edge investigation techniques as well as the ACIC's coercive and legislative powers to ensure the ACIC is effective in disrupting serious and organised crime.

Enquiries can be directed to Jason Halls, State manager VIC or s 22(1)(a)(ii), Manager Operations VIC by telephone on s 22(1)(a)(ii) or by email to s 22(1)(a)(ii).

How to express interest

Applications should include

- a current resume including full contact details
- a statement briefly addressing the selection criteria. Please limit this statement to about two pages.
- contact details for two referees (at least one current supervisor)
- a signed consent form authorising the ACIC to conduct security and integrity checks.

Applications must be submitted through the applicant's chain of command to the appropriate assistant commissioner for recommendation, and then submitted the HR Manager Crime Command. Applications must be received by 5pm on the closing date.

This is a position of trust. The successful applicant's must satisfy and abide by the ACIC's security requirements, which include Australian citizenship. The occupant must satisfy a rigorous security assessment by the Australian Government Security Vetting Agency and is required to gain and maintain a NV1 clearance.

In assessing suitability for employment, the ACIC conducts a pre-employment screening process. This requires the applicant to complete a pre-employment

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screening form for the purpose of character and background checking, and a psychological assessment.

For a copy of the position description and relevant application forms, visit Current Vacancies and Assignments on the Intranet.

MORE INFORMATION

For general ACIC recruitment enquiries, contact the Secondments Team on (02) 6268 7327 or by email at secondments@acic.gov.au.

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