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| --- | --- |
| **Cluster** | Justice |
| **Agency** | Law Enforcement Conduct Commission |
| **Division/Branch/Unit** | Covert Services (Serious Misconduct) |
| **Classification/Grade/Band** | Grade 7/8 |
| **ANZSCO Code** | 224900 |
| **PCAT Code** | 1559192 |
| **Date of Approval** | July 2018 |

Agency overview

The Law Enforcement Conduct Commission (LECC) is an independent body exercising royal commission powers to detect, investigate and expose serious misconduct within the NSW Police Force and the NSW Crime Commission.  The LECC also independently monitors and reviews the investigation of complaints by the NSW Police Force and the NSW Crime Commission about the conduct of their officers.  In doing so the LECC recognises the primary responsibility of those agencies to investigate and prevent officer misconduct and corruption within those agencies, while providing for oversight of those functions.

The LECC works collaboratively with the NSW Police Force and the NSW Crime Commission to educate and promote the prevention and elimination of officer misconduct, particularly through the identification of systemic issues that are likely to be conducive to the occurrence of officer misconduct and corruption.  The LECC also undertakes independent, real time monitoring of critical incident investigations undertaken by the NSW Police Force, and can make reports on the conduct of critical incident investigations by the NSW Police Force.

The LECC plays a key role in strengthening the integrity of law enforcement in NSW.

Primary purpose of the role

The **Integrity Division** specifically provides for the independent detection, investigation and exposure of serious misconduct within the NSW Police Force and the NSW Crime Commission and of allegations of maladministration within those agencies.

The Surveillance Officer, Covert Services Unit (CSU) provides a physical surveillance service to support the operation of serious misconduct investigations within LECC.

The role is also responsible for the day-to-day collection and dissemination of intelligence, information and evidence through covert physical surveillance activities.

# Key accountabilities

* Conduct covert physical surveillance and implement surveillance plans and strategies in a timely and effective manner
* Assume accountability and responsibility for the LECC's surveillance resources and the maintenance of security standards relating to surveillance premises, equipment and techniques
* Assist in the identifying and researching emerging surveillance technologies to aid the capture of quality surveillance product
* Assist with the planning and execution of sensitive surveillance operations involving the conduct of surveys on places of interest and the taking of appropriate counter surveillance measures
* Work closely and cooperate with other agencies in the delivery of physical surveillance services as required
* Apply lateral thinking to achieve objectives and be capable of acting autonomously in high-pressure situations
* Possess an effective ability to assist in the development of specialist plans for surveillance activities through the application of approved LECC methodologies.

Key challenges

* Maintaining professional level knowledge of contemporary technology and methodologies associated with capturing quality surveillance product.
* Maintaining covert identities to protect staff, premises, and assets and to fulfil operational requirements.
* The role requires regular attendance outside of normal working hours and on weekends.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Director Covert Services | * Strategic decision making * Planning and organising * Other work taskings * Risk management |
| Team Leader Surveillance | * Work taskings * Planning and organising * Risk management |
| Other Covert Services team members | * Share task related information * Planning and organising * Provide and receive advice and support |
| Other LECC Colleagues | * Provide and receive advice and support |
| **External** |  |
| Other Like Agencies (ICAC, AFP) | * Provide and receive advice and support * Share and exchange information |
| Non-government entities | * Seek out specialist tools, resources and technologies |

# Role dimensions

## Decision making

* Makes day to day decisions about work priorities and operational risk management
* Refers matters that may substantially alter outcomes, timeframes or costs to more senior officers
* Responsible for the quality and integrity of advice and report content provided to senior officers and stakeholders
* Will be required to exercise good judgement in providing support and following instruction in a sometimes high pressure and high risk working environment

## Reporting line

## Team Leader Surveillance

## Direct reports

Nil.

## Budget/Expenditure

As per approved delegated authority.

Essential requirements

* Recognised physical surveillance training and current or previous experience including mobile, foot and static surveillance and demonstrated experience with communications systems, surveillance equipment and their covert application
* Demonstrated practical knowledge of methodologies related to covert surveillance and counter surveillance techniques
* Knowledge and appreciation of policing environments and legislation relating to oversight agencies and their impact and influence on the investigation of police misconduct
* Be prepared to be certified to possess and use firearms and other prohibited weapons in accordance with the terms and provisions of the LECC’s Firearms and Prohibited Weapons policy and guidelines
* Possession of a valid current Australian driver’s licence
* A probity assessment to establish reliability, trustworthiness, integrity and suitability of employment. In addition, LECC officers are also required to obtain a commonwealth security clearance, with the Surveillance Officer requiring clearance at a NV1 classification.
* The role requires availability for regular attendance outside of normal working hours and on weekends.

# Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

| NSW Public Sector Capability Framework | | |
| --- | --- | --- |
| **Capability Group** | **Capability Name** | **Level** |
|  | Display Resilience and Courage | Adept |
| **Act with Integrity** | **Adept** |
| Manage Self | Adept |
| Value Diversity | Intermediate |
|  | Communicate Effectively | Adept |
| Commit to Customer Service | Intermediate |
| **Work Collaboratively** | **Intermediate** |
| Influence and Negotiate | Intermediate |
|  | Deliver Results | Intermediate |
| Plan and Prioritise | Intermediate |
| **Think and Solve Problems** | **Adept** |
| **Demonstrate Accountability** | **Intermediate** |
|  | Finance | Intermediate |
| **Technology** | **Adept** |
| Procurement and Contract Management | Intermediate |
| **Project Management** | **Intermediate** |

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

| NSW Public Sector Capability Framework | | |
| --- | --- | --- |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**  Act with Integrity | Adept | Represent the organisation in an honest, ethical and professional way and encourage others to do so  Demonstrate professionalism to support a culture of integrity within the team/unit  Set an example for others to follow and identify and explain ethical issues  Ensure that others understand the legislation and policy framework within which they operate  Act to prevent and report misconduct, illegal and inappropriate behaviour |
| **Relationships**  Work Collaboratively | Intermediate | Build a supportive and co-operative team environment  Share information and learning across teams  Acknowledge outcomes which were achieved by effective collaboration  Engage other teams/units to share information and solve issues and problems jointly  Support others in challenging situations |
| **Results**  Think and Solve Problems | Adept | Research and analyse information, identify interrelationships and make recommendations based on relevant evidence  Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options  Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness  Identify and share business process improvements to enhance effectiveness |
| **Results**  Demonstrate Accountability | Intermediate | Take responsibility and be accountable for own actions  Understand delegations and act within authority levels  Identify and follow safe work practices, and be vigilant about their application by self and others  Be alert to risks that might impact the completion of an activity and escalate these when identified  Use financial and other resources responsibly |
| **Business Enablers**  Technology | Adept | Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks  Identify opportunities to use a broad range of communications technologies to deliver effective messages  Understand, act on and monitor compliance with information and communications security and use policies  Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business  Support compliance with the records, information and knowledge management requirements of the organisation |
| **Business Enablers**  Project Management | Intermediate | Perform basic research and analysis which others will use to inform project directions  Understand project goals, steps to be undertaken and expected outcomes  Prepare accurate documentation to support cost or resource estimates  Participate and contribute to reviews of progress, outcomes and future improvements  Identify and escalate any possible variance from project plans |