



Role Description

Role title:	Assessment Officer (Talent Pool)	Closing date:	30 June 2024
Job Ad Reference:	QLD/538942	Basis of employment:	Possible Temporary, Permanent
Division:	Corruption	Classification:	AO5
Unit:	Intake and Assessment	Salary:	\$96,366 – \$104,519
Location:	Fortitude Valley Brisbane City	Contact details:	Zora Valeska Zora.Valeska@ccc.qld.gov.au

Important Information

Certain classifications have mandatory qualifications, please refer to “About you” for further information if applicable.

Applicants may be required to provide detailed information about their personal and financial circumstances as part of our comprehensive background checking process. More information can be found on our [Careers page](#).

About the CCC

The Crime and Corruption Commission (CCC) is an independent statutory body set up to combat and reduce the incidence of major crime and corruption in the public sector in Queensland. We investigate crime and corruption, have oversight of the public sector including police. The CCC also has responsibility for restraining and recovering suspected proceeds of crime and administers Queensland’s witness protection program. Read more about our [functions and history here](#).

Working for the CCC

Working for the CCC is more than just a job – it’s about serving the people of Queensland and making a difference by combating major crime and reducing corruption. By working with us you can contribute your passion, unique skills, and talent to keep our community safe and deliver our vision – *Safe communities supported by fair and ethical public institutions*.

There are lots of reasons why you should work with the CCC. In addition to a great salary and up to 12.75% employer superannuation, the CCC offers a range of non-financial benefits. These include supported professional development, opportunities for career growth, job security, flexible working arrangements, including working from home, a great location, interesting and meaningful work and great leadership. Read more about our diverse professional roles, including lawyers, specialist investigators and intelligence analysts [working at the CCC here](#).

At the CCC our values – **People**; **Accountability**; **Integrity**; **Courage** and **Excellence** underpin everything we do. We live these values in our everyday work and recognise our people for demonstrating these values.



People



Accountability



Integrity



Courage



Excellence

The CCC acknowledges the Traditional Owners of the lands where we live and work and pay our respects to their Elders – past, present and emerging. We recognise and celebrate the vibrant and unique cultures of all Aboriginal and Torres Strait Islander peoples. At the CCC we demonstrate our commitment to reconciliation through our Reconciliation Action Plan (RAP) read more about our [RAP here](#).

Leadership competencies for the role

The CCC has adopted the Queensland Public Service Leadership competencies for Queensland for all our positions. This role is mapped to the **Individual contributor** profile which outlines the competency expectations and behaviours through the lens of vision, results, and accountability. The Leadership competencies for Queensland are [available here](#).

Your contribution

The Assessment Officer is responsible for:

- Assessing information about suspected corruption effectively - receive information; ensure all relevant information and advice is gathered from internal and external sources; including making preliminary enquiries; interview key sources by telephone or in person; liaise with units of public administration; prepare detailed memoranda; file notes and reports; exercise delegated authority in the assessment of complaints or refer such matters to an assessment committee for decision; and draft correspondence.
- Recording complaints and other information in the appropriate database, in a manner that facilitates expeditious review by the Manager Assessment Unit or Senior Complaints Officer, prior to consideration of such matters by these officers or the Assessment Committee.
- Participating in the conduct of audits of the complaints management capabilities of units of public administration.
- Assisting in the identification of systemic problems within units of public administration.
- Directing, to appropriate agencies, matters involving complaints/information received which raise issues not within the Commission's jurisdiction.
- Foster a challenging, equitable, ethical and safe work environment that emphasises client service and a focus on outcomes and encourages commitment, flexibility, innovation, and responsiveness, acceptance of responsibility, accountability, continuous improvement, skills development and professional growth.

About you

Appointments in the CCC are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities which align with the leadership competencies and the CCC's values.

Possession of tertiary qualifications is highly desirable. Qualifications acquired from an overseas educational institution will only be accepted where the qualification has been recognised to an equivalent level in accordance with the [Australian Qualifications Framework](#).

For this role, we will consider how well you:

- Demonstrated ability to analyse complex matters, make judgments and recommendations regarding appropriate courses of action, manage a high volume of work, meet deadlines and maintain confidentiality.
- Demonstrates professionalism, personal drive, self-awareness and a commitment to personal development, adherence to organisational values and the code of conduct and displays resilience by focusing on achieving objectives in sometimes difficult circumstances.
- Highly developed interpersonal and verbal communication skills including the ability to establish good working relationships in a team environment, to liaise effectively both within the Commission and with officers of public sector agencies, and to interview complainants by telephone or in person in relation to complex and sensitive issues.
- Demonstrated ability to successfully deal with conflict resolution and adapting to change.
- Well-developed written communication skills, including experience in preparing correspondence and reports on complex matters.
- Knowledge of, or the ability to rapidly acquire a knowledge of, the *Crime and Corruption Act 2001* and other relevant legislation and the Commission's policies and procedures.



How to Apply

Please provide the following information to the panel to assess your suitability:

- A supporting statement of **no more than two pages** which outlines your suitability for this position, referencing the “About you” section of this role description
- A detailed resume, including your work experience and at least two referees (one ideally being your supervisor from the past two years) who has a thorough knowledge of your work performance and conduct
- View more information on [applying for jobs with the CCC](#)
- Please apply via smartjobs.qld.gov.au

Additional information

- Certified copies of all qualifications and professional memberships must be produced at time of interview.
- This role description does not necessarily detail the full range of duties required of the position.
- The CCC seeks to employ people from a broad range of backgrounds recognising the benefits that arise from engaging a diverse and culturally aware workforce.
- The CCC has a zero tolerance for fraud and corruption activities, whether initiated within the agency or externally, and promotes a culture that will not tolerate any act of fraud, corruption or dishonest behaviour.
- The employment of an appointee who is not currently a permanent officer of the CCC to a permanent or contract position will usually be subject to a probationary period of not less than six (6) months, after which time confirmation of appointment will be dependent upon satisfactory performance review.
- An applicant recommended for appointment who is a current or previous public sector employee is required to disclose previous serious disciplinary action taken against them.
- Applicants considered for appointment are required to provide evidence of their right to work in Australia. This includes Australian citizenship, or evidence the applicant resides in Australia and has permission, under a Commonwealth law, to work in Australia.
- Applications for this role may be used to appoint to similar vacancies for up to 12 months after the closing date of the initial vacancy.

Organisational structure



