



Australian Government
Australian Commission for
Law Enforcement Integrity

INFORMATION FOR APPLICANTS

Senior Lawyer

Classification	Executive Level 1
Position Number	1004
Location	Canberra City
Supervisor	1017 – Principal Lawyer
Subordinate Positions	Nil
Security Clearance Required	Top Secret

This document provides you with information about eligibility for employment with ACLEI and advice on preparing your application

[PLEASE READ THIS INFORMATION BEFORE PREPARING YOUR APPLICATION](#)

The Australian Commission for Law Enforcement Integrity (ACLEI)

ACLEI is an independent agency within the Attorney-General's Portfolio, established to support the Integrity Commissioner in carrying out his responsibilities for detecting, investigating and preventing corruption in Australian Government agencies with law enforcement functions. The Integrity Commissioner has extensive powers, including the ability to hold coercive hearings, and ACLEI investigative staff are able to use a range of law enforcement powers to assist in the Integrity Commissioner's investigations.

ACLEI is a small agency. While each staff member has their own primary responsibilities and duties, all staff need to maintain a flexible approach and be team focused in order to meet the challenges faced by the agency.

All ACLEI positions are Designated Security Assessed Positions; it is a minimum requirement that ACLEI Operations staff maintain a security clearance of TOP SECRET.

Eligibility Requirements

Australian Citizenship

Generally, to be eligible for employment with ACLEI you must be an Australian citizen. In exceptional circumstances ACLEI may make individual vacancies open to non-Australian citizens. This will be clearly indicated in the advertising material for the position.

Prior Receipt of Redundancy Benefit

If you have received a redundancy benefit from an Australian Public Service (APS) agency and will still be within the redundancy benefit period at the proposed date of engagement, ACLEI cannot offer you employment without prior approval from both the APS Commissioner and the Agency Head.

Security Assessment

All ACLEI positions are 'Designated Security Assessed Positions'. If you are selected for an ACLEI position you will be required to undergo and be granted a security clearance. If a clearance is not granted your employment in the role will not commence or, if already commenced, will be terminated.

Academic/Professional Qualifications

Any claims you make with regard to academic and/or professional qualifications must be capable of being verified with the relevant institution. False claims could lead to rescission of an offer of employment or disciplinary action, including possible termination of employment.

PREPARING YOUR APPLICATION

Advertised vacancies often attract a number of very good quality candidates so it is in your best interest to prepare an application that will demonstrate to the Selection Committee that you are able to satisfy the requirements of the role. With this in mind, it is a good idea to obtain as much information as possible about the duties and responsibilities of the role, work environment and ACLEI by reading the information provided in the selection documentation, speaking with the nominated Contact Officer and accessing information available on our website at www.aclei.gov.au. This will enable you to be specific about how your skills and experience are relevant to the duties and responsibilities of the role.

Your statement addressing the selection criteria is the most important part of your application and is the basis for which a selection panel shortlists applicants for further consideration. Selection criteria for all roles within ACLEI are based on a set of generic capabilities that all employees are expected to possess. Further information about the generic capabilities is included in the selection documentation and will assist you in understanding the types of behaviours and skills ACLEI is looking for.

Under each criterion you should explain the relevance of your skills, experience, abilities, and personal qualities which relate to that criterion and the duties of the role. You should use specific examples of work you have done, describing how you have contributed to a process or an outcome, and how this relates to the criterion you are addressing. It is important that your statement be comprehensive but succinct, and not exceed one page for each criterion.

Your application **must** include:

- Statement of claims against the Selection Criteria,
- A Resumé,

- Contact details of two referees, and
- Completed Personal Particulars of Applicant form.

The Selection Panel may seek detailed written or oral comments from referees. Please indicate clearly if you do not wish your referees to be contacted prior to shortlisting.

In some cases interviews may not be held if the preferred candidate is readily identifiable from application and referee reports alone. For this reason it is particularly important that your application directly addresses the criteria in the context of the advertised position.

If all required documentation is not submitted, your application may not be considered.

LODGING YOUR APPLICATION

Your application must be received no later than 5pm on the advertised closing date.

ACLEI is committed to Workplace Diversity and aims to create an environment that values and utilises the contribution of its people from different backgrounds, experiences and perspectives.

THE SELECTION PROCESS

Selection for all employment opportunities in ACLEI is based on merit. We use streamlined selection processes and a mix of assessment methods, which may or may not involve an interview.

You should read the selection documentation and structure your application around the selection criteria for the job.

We will read each application and assess applicants against the selection criteria.

SHORTLISTING

Most selection exercises take about eight to ten weeks from the closing date to selection of the successful candidate/s. Only short listed applicants will be contacted about the next phase of the selection process. Those applicants who do not proceed to the next phase of the selection process may not be offered feedback until the selection process has been finalised.

NOTICE OF POSSIBLE DISCLOSURE

Information you provide to ACLEI as part of this selection process is collected for the purpose of selecting a person to fill the advertised vacancy. If you are successful, information concerning your claims to the job and the assessment of those claims (including your application and referee reports) may be disclosed to other persons inside or outside ACLEI. Your personal information will not be disclosed other than in accordance with ACLEI Policy.

EMPLOYMENT CONDITIONS

Employment in ACLEI is governed by the *Public Service Act 1999*.

For all employees up to and including the Executive Level 2 classification, specific ACLEI employment conditions are covered by the ACLEI Collective Agreement 2009-2012, available on our website.

PRE-EMPLOYMENT INTEGRITY CHECKS

ACLEI may conduct a number of pre-employment checks/enquiries and any offer of employment will be conditional upon the results of the checks/enquiries being satisfactory. You are required to have the following documents in readiness, in the event you reach the final stage in the process which will require you to consent to a pre-employment check:

- full birth certificate (extracts of birth certificates are not acceptable)
- documentation proving Australian Citizenship (if not Australian by birth)
- marriage certificate (if associated with name change)
- decree nisi/decre absolute (if associated with name change)
- deed poll certificate (name change)
- tertiary educational qualifications (*if applicable*)
- evidence of professional memberships (*if applicable*)



To establish that a person is an Australian citizen you will need to provide a certified copy of one of the following groups of documents:

- Full Australian birth certificate (if born before 20 August 1986) plus photo ID,
- Full Australian birth certificate (if born on or after 20 August 1986) and evidence that at least one parent was an Australian citizen or permanent resident at the time of the child's birth plus photo ID,
- Australian citizenship certificate plus photo ID, or
- Australian passport issued on or after 22 November 1984.

If you are offered a job, you should not take any steps to terminate your current employment, until you know you have satisfied these conditions.

DECLARATION OF PRIVATE INTERESTS

All ACLEI staff members are required to disclose their own private interests, and, where appropriate, those of their immediate family to the extent to which they are aware that those interests could have a bearing on the staff member's role in ACLEI.

The purpose of the declaration is to ensure that the Integrity Commissioner is aware of any private interests or relationships of ACLEI employees which could or could be seen to influence the decisions employees may make or the advice they may give. These could include personal interests and relationships that could involve a real or potential conflict of interest in terms of the employee's responsibilities as well as personal circumstances and relationships that could or could be seen to compromise the employee's integrity.

PROBATION

Engagement by ACLEI of ongoing APS employees new to the APS will be conditional upon the satisfactory completion of a probation period. During this time your conduct and work performance will be assessed to determine whether they meet the standards required by ACLEI of its employees. The probation period also applies to non-ongoing employees engaged for periods of 12 months or more.

Employees whose performance and/or behaviour do not reach the required standard during their probationary period will have their employment terminated. The probation period for these positions will be 3 months from the date of commencement.

SALARY RATES

Your salary on engagement will be the minimum pay level for the applicable job, unless you negotiate a higher salary point (normally within the prescribed range) based on your experience, qualifications, skills and immediate effectiveness.

SALARY PACKAGING

Pre-existing arrangements are not directly transferable to ACLEI, however may be able to be re-established through ACLEI. New employees wishing to access salary packaging must enter into a salary packing agreement with ACLEI before starting the arrangement.

RELOCATION ASSISTANCE

In general, if you are engaged or transferred to a job in ACLEI and you need to relocate in order to take up employment, you do not have an automatic entitlement to relocation assistance. Please ensure you understand what relocation assistance may be available to you before you accept any offer of employment.

ADDITIONAL CONDITIONS

ACLEI offers a wide range of attractive employee benefits including:

- flexible working arrangements
- generous paid sick and carers leave
- four weeks annual leave
- study assistance
- paid parental and maternity leave (after a qualifying period)
- three months long service leave after ten years qualifying service, and
- the option to purchase additional leave with ACLEI agreement
- annual Christmas shut down.



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JOB DESCRIPTION

Senior Lawyer

Classification	Executive Level 1
Position Number	1004
Location	Canberra City

ACLEI is an independent agency within the Attorney-General's Portfolio, established to support the Integrity Commissioner in carrying out his responsibilities for detecting, investigating and preventing corruption in Australian Government agencies with law enforcement functions. The Integrity Commissioner has extensive powers, including the ability to hold coercive hearings, and ACLEI investigative staff are able to use a range of law enforcement powers to assist in the Integrity Commissioner's investigations.

Under guidance from the Principal Lawyer, the Senior Lawyer will provide legal advice to the Integrity Commissioner and staff of ACLEI on a broad range of matters of interest to ACLEI including the exercise of powers, offences, procurement and agreements for obtaining specialist services and equipment. The occupant will also act as counsel assisting to the Commissioner where appropriate.

ACLEI is a small agency in support of the Integrity Commissioner. While each staff member has their own primary responsibilities and duties, all staff need to maintain a flexible approach and be team focused in order to meet the challenges faced by the agency.



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DUTY STATEMENT

Senior Lawyer

Classification	Executive Level 1
Date Duty Statement Reviewed	6 July 2010
Position Number	1004
Location	Canberra City
Supervisor	1017 – Principal Lawyer
Subordinate Positions	Nil
Security Clearance Required	Top Secret

DUTIES

Under Broad Direction

1. Provide comprehensive legal advice on a range of issues of interest to ACLEI, in particular on law enforcement issues and the use of coercive powers, administrative and commercial matters.
2. When required, prepare and conduct as Counsel Assisting, private and public hearings or inquiries before the Integrity Commissioner and also provide a broad range of legal services and responsibilities in respect to the Integrity Commissioner's statutory power concerning those hearings or coercive functions.
3. Assist ACLEI management to facilitate the smooth progression of investigations, administrative action, litigation and organisational governance compliance.

4. Provide a broad range of legal services in support of ACLEI's role and responsibilities.
5. Contribute to legal knowledge within ACLEI by a commitment to continued legal education and training.
6. Represent the interests of ACLEI and help manage ACLEI's relationships with relevant stakeholders including other Australian Government agencies, State and Territory representatives as well as the private sector as necessary.
7. Provide additional operational and administrative support to the Integrity Commissioner as necessary.

Eligibility (Prescribed Qualifications)/Other Requirements:

A degree in law from an Australian university or equivalent overseas qualification and admission in Australia as a legal practitioner is essential. The successful applicant will also need to hold or have the ability to obtain an ACT Law Society restricted practicing certificate.

This is a Designated Security Assessed Position (DSAP); the occupant is required to maintain a security clearance of TOP SECRET.

Note: A probation period will apply to any ongoing employment engagement. Applications must address each of the selection criteria. All documentation must be received by the nominated closing date.



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SELECTION CRITERIA

Senior Lawyer

Classification	Executive Level 1
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GENERIC SELECTION CRITERIA - all essential

1. Ability to think strategically.
2. Ability to achieve results.
3. Ability to develop productive working relationships.
4. Demonstrated personal drive and integrity.
5. Ability to communicate effectively.

Important: These generic selection criteria are derived from the ACLEI Generic Capabilities. For further details please refer to the attached information about the ACLEI Generic Capabilities.

POSITION SPECIFIC SELECTION CRITERIA - essential or desirable, as indicated
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6. A degree in law from an Australian university or equivalent overseas qualification and admission in Australia as a legal practitioner. (Essential)

Note: This is a Designated Security Assessed Position (DSAP); the occupant is required to maintain a security clearance of Top Secret.

**ACLEI GENERIC CAPABILITIES
EXECUTIVE LEVEL 1**

Ability to think strategically

- objectively thinks through problems from various angles, assesses risk and identifies solutions
- demonstrates originality of thought and the capacity to develop innovative solutions
- critically evaluates information and demonstrates sound judgement in decision-making

Ability to achieve results

- contributes actively to strategic planning processes and helps to ensure a shared understanding of strategic direction and corporate priorities
- contributes to defining, planning and scheduling work of the area and responds flexibly to changing requirements
- demonstrates strong organisational and management skills including, if appropriate, the ability to effectively manage the performance of others in the delivery of work
- models and promotes workplace diversity principles and fosters a safe and healthy working environment in delivering the work of the area

Ability to develop productive working relationships

- consults with others and fosters a work environment where people work collaboratively
- develops and maintains effective working relationships with clients and fosters a client focussed culture
- treats others with respect and courtesy and values different ideas and approaches
- models and promotes team player behaviour and fosters a harmonious work environment

Demonstrated personal drive and integrity

- applies and promotes the APS Values and Code of Conduct
- takes responsibility for own work area and learns from mistakes
- demonstrates high levels of initiative and remains positive and focused on objectives even in difficult circumstances
- shows strong commitment to continued learning and takes responsibility for own development

Ability to communicate effectively

- demonstrates highly effective oral and written communication skills
- listens actively to others and responds appropriately
- puts forward new ideas and considers and encourages the contributions of others
- demonstrates sound negotiation skills
- demonstrates strong representation and facilitation skills

