

POSITION DESCRIPTION

Senior Engagement Officer

POSITION DETAILS			
Business unit	Engagement	Position number	IBC456
Position reports to	Manager - Engagement		
Positions reporting to this role	Nil		
Salary range	As per VPS Agreement	VPS Grade	VPS 5
Location	Melbourne CBD	Date approved	April 2025

About IBAC

IBAC is Victoria's independent anti-corruption agency responsible for preventing and exposing public sector corruption and police misconduct. We do this by investigating serious corruption and police misconduct; and informing the public sector, police and the community about the risks and impacts of corruption and police misconduct, and ways in which it can be prevented. Our jurisdiction covers state and local government, police, parliament, and the judiciary.

IBAC's work is challenging – we expose public sector corruption and police misconduct and they're serious issues. We front up to this mission each day because we all want a public service that acts in the best interests of Victoria.

We are a dedicated team that works well with people who share our courage and determination - people who are measured, fair and trustworthy with a keen sense of duty. Putting the spotlight on potentially corrupt behaviour can reveal sensitive information, information we are trusted to work with confidentially and respectfully. It's not the kind of job you can go home and tell your friends or family about, but our work is interesting, stimulating and incredibly rewarding.

Our challenge is to stay two steps ahead of those involved in corrupt conduct. IBAC works in partnership with State Government, local councils, and Victoria Police to build strong cultures of integrity across the public sector. We understand that requires unwavering fortitude and a continual desire to work together to meet our responsibilities to the Victorian community. We have our work cut out for us but with the right team we can achieve great things.

Our Values

Our skilled and talented workforce is integral to achieving our priorities. Our work is underpinned by our values and culture which works to support a strong approach to ensuring there is integrity in all we do. Our values are embedded in our ways of working, dealing with Government agencies, the community, and our colleagues.

We Lead by Example, Act Impartially, Work Together, Behave with Respect, Strive for Excellence.

Role Purpose

The Prevention and Communication Division plays a lead role in IBAC's work to prevent and expose public sector corruption and police misconduct by providing insights on corruption and police misconduct risks and impacts, and driving reforms to strengthen their resistance to corruption. The division leads education and communication activities as well as stakeholder engagement to inform and educate the public sector, police and community. In addition, the division provides advice and support to IBAC about change management and witness wellbeing.

The Engagement team develops and coordinates stakeholder engagement strategies and activities to inform

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the public sector, police, local government and community about the risks and impacts of corruption and police misconduct, and what can be done to prevent it. The team works across the organisation to develop prevention education resources and collaborates on events and engagement activities with other agencies.

The Senior Engagement Officer is responsible for the development and delivery of prevention and stakeholder engagement strategies and initiatives across all key stakeholder groups to increase knowledge about corruption risks and controls, encourage the reporting of corruption, and change attitudes and behaviours around preventing and reporting corruption.

KEY ACCOUNTABILITIES

- Prepare, implement and evaluate a range of multifaceted prevention and stakeholder engagement strategies and initiatives across key stakeholder groups including police and the community, demonstrating sound judgement and critical thinking in a sensitive and complex environment.
- Provide specialist professional leadership and advice to support internal stakeholders to effectively communicate and engage in tailored ways with a diverse range of stakeholders, including community.
- Initiate and maintain links with key external and internal stakeholders at peer and senior levels, with a particular emphasis on public sector employees, police, professional associations, peak bodies, and integrity agencies.
- In collaboration with external stakeholders and the IBAC communications team develop and manage the dissemination of materials to increase knowledge and change attitudes and behaviours of different stakeholder groups.
- Coordinate events, seminars, presentations and stakeholder engagement activities.
- Deliver presentations and facilitate workshops and meetings to internal and external stakeholders.
- Contribute to the annual business plan and monitor implementation of assigned projects to achieve agreed targets and performance indicators.
- Develop business plans to deliver on evolving organisational priorities where required, while identifying and mitigating risks to delivery.
- Contribute to the development and delivery of other programs and initiatives across the organisation.
- Other duties as required.

KEY SELECTION CRITERIA

Technical Expertise

- Tertiary qualifications in marketing, communications, social science, criminology or other relevant disciplines.
- Experience in stakeholder engagement principles, such as the IAP2 framework.
- Ability to undertake desktop research to map stakeholders and plan, deliver and evaluate appropriate engagement approaches tailored to the stakeholder audience to achieve business and/or policy outcomes.
- Public sector experience in coordinating or supporting events, seminars, presentations, forums or other engagement activities will be advantageous.
- An understanding of the issues affecting Aboriginal and Torres Strait Islander peoples.
- Ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.

Personal Attributes

- **Flexibility and Adaptability:** Adapts systems and processes quickly to changed priorities and situations.
- **Working Collaboratively:** Guides others to create a culture of collaboration; Identifies, and works to overcome, barriers to knowledge or information sharing; Identifies opportunities to work with other teams to deliver outcomes.

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- **Promote Inclusion:** Establishes a workforce that is diverse and takes advantage of relevant knowledge and skills; Creates opportunities to improve knowledge of teams in the area of diversity and inclusion.

Meaningful Outcomes

- **Strategic Planning:** Coaches others and engages key stakeholders in strategic planning process. Thinks at the whole of system level and undertakes internal and external scanning, considering wide-ranging possibilities in developing a vision for the future; Translates strategic direction into team and individual plans and daily activities for self and others.
- **Innovation and Continuous Improvement:** Uses understanding of clients or stakeholders' context to design and implement systems for continuous improvement within team or organisation; Reviews and analyses internal and external information to improve effectiveness and quality of work; Creates team environments where innovation and creativity are fostered and rewarded.

Enabling Delivery

- **Political and Organisational Context:** Uses formal and informal influencing relationships and decision making processes; Ensures solutions or actions adhere to values, ethics, responsibilities, legal obligations and limits that apply to an organisation; Considers priorities and interests of various groups and key individuals.

Authentic Relationships

- **Influence and Persuasion:** Gains agreement to proposals and ideas; Build behind the scenes support for ideas to ensure buy-in and ownership; Uses chains of indirect influence to achieve outcomes; Involves experts or other third parties to strengthen case.
- **Interpersonal Skills:** Detects the underlying concerns, interests or emotions that lie behind what is being said and done; Presents as genuine and sincere when dealing with others; Projects an objective view of another's positions; Uses understanding of individuals to get the best outcomes for the person and organisation.
- **Communicate with Impact:** Makes a positive impression on others and comes across with credibility; Communicates orally in a manner that is clear fluent and holds the listeners' attention; Able to deal with difficult and sensitive topics and questions.

INFORMATION AND SECURITY

As an integrity agency and as part of delivering its mission, IBAC has a regulatory obligation to uphold the *Privacy and Data Protection Act 2014*.

We protect public sector information, and all employees make an individual commitment to:

- Understand and adhere to IBAC's information security policy and procedure.
- Exercise due care and due diligence when handling public sector information.
- Demonstrate sound judgement in assessing the security value of information.
- Be aware of the cyber security risks associated with IBAC information.
- Abide by the security conditions within information sharing agreements.
- Consider the digital and physical environment in which IBAC information is being accessed.

IMPORTANT INFORMATION

IBAC is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees consistent with the Occupational Health and Safety Act 2004 (Vic).

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The salary range for this position is set out in the Victorian Public Service Enterprise Agreement 2024. Please refer to the Department of Treasury and Finance website (dtf.vic.gov.au) for further information.

IBAC policy stipulates that salary upon commencement is paid at the base of the salary range for the relevant grade. Any above base requests require sign off by an executive delegate and will be by exception only or where required to match the current salary of Victorian Public Service staff transferring at-level.

Individuals who have received a Voluntary Departure Package from a Victorian Public Service department/agency are ineligible for re-employment for a minimum period of three calendar years from the date of separation.

PRE-EMPLOYMENT CHECKS

All appointments to IBAC are subject to reference checks, pre-employment misconduct screening and criminal record checks.

Mandatory checks include:

- Candidates must be an Australian citizen
- Appointments will be subject to a National Police check
- Negative Vetting 1 Clearance; probity, financial position and any circumstances that may conflict with employment at IBAC to satisfactorily attain and maintain a security clearance
- Completion of a conflict of interest and declarable associations form
- All new employees are required by law to take an oath or affirmation before commencing

Some jobs may require additional check which include:

- psychometric testing, medical testing, defensive equipment training
- confirmation of experience and stated qualifications
- VicRoads Information Check
- Drivers Licence Check(s) (if applicable)

FURTHER INFORMATION

Please visit: www.ibac.vic.gov.au/

[The Victorian Public Service \(VPS\) code of conduct for public sector employees of special bodies](#)