Evidence Services Officer

Group
Specialist Services

Employment Level
ASIC 2

Direct Reports
Nil

Salary
From $51,313 to $55,376 (depending on experience) plus up to 15.4% superannuation

Reports to
Reports to Team Leader

ASIC values
Accountability. Professionalism. Teamwork. Our values underpin everything we do. They guide the way we work, the way we make decisions and how we interact with each other.

Your team
The Evidence Services team is responsible for the processing, analysis and management of evidence collected by ASIC. The team provides a consulting service to analyse and manage evidence using various databases and litigation tools to assist enforcement and stakeholder teams to locate and present the evidence to a court or other decision-making body.

Your role
As an Evidence Services Officer, you will provide a range of investigation and systems support services including evidence management to stakeholder and enforcement teams.

You will be contributing to work in the Evidence Services team by:
• capturing and controlling evidence material including bar coding, scanning, classifying, indexing evidence and information on ASIC’s document management and litigation support systems
• receiving, storing, retrieving and disposing of evidence and information in accordance with evidence management guidelines to ensure continuity of documentary evidence
• inputting information on Ringtail (ASIC’s litigation support system) and other related software
• assisting with the preparation of court documents
• analysing and processing hard copy and electronic data
• taking instruction from clients in relation to the processing and presentation of documents and evidence
• assisting with client enquiries related to the management and preparation of evidence and documents, and
• assisting with quality checking of completed work and providing support and advice to the team when processing large volumes of documents

As a valued member of the team, you will also be:
• undertaking additional responsibilities or tasks as required
• working professionally, positively and cooperatively as part of ASIC, modelling the values of Accountability, Professionalism and Teamwork.
Selection criteria

The selection criteria include the qualifications, experience and capabilities required for the role. Your application will be reviewed based on ability to demonstrate, or potential to develop, the capabilities required.

Qualifications and experience

- A vocational qualification or diploma is desirable.
- Customer services skills gained in a customer service industry such as retail or support areas in a corporate environment.
- Assessment and analysis skills for inquiring into and utilising relevant information sources.
- Problem solving skills for investigating and resolving stakeholder and system issues and for improving work practices and processes.
- Planning and organising skills to complete tasks within deadlines.
- Experience using a variety of software applications simultaneously including Microsoft Office and databases to process, store retrieve and report information. This experience may have been gained in a bureau, legal firm or information management environment.
- Demonstrated listening, verbal and written communication skills required for gathering and providing information to stakeholders.

Capabilities

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<tr>
<th>Capabilities</th>
<th>Description</th>
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<tr>
<td><strong>Learning Agility</strong></td>
<td>The demonstrated ability to adapt quickly and effectively to new requirements and situations, showing initiative to take action to remain abreast of new trends and developments; an ability to learn from past experience and apply learning to perform future tasks successfully</td>
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<td><strong>Stakeholder engagement and communication</strong></td>
<td>Build, maintain and utilise networks and relationships within ASIC and across domestic and international stakeholders and regulatory bodies. An ability to effectively communicate with stakeholders.</td>
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<td><strong>Analytical skills</strong></td>
<td>The demonstrated ability to think critically when extracting and interpreting information; mine and analyse data to connect patterns and identify trends and risks; think laterally about issues in order to assess the potential for regulatory harm and to produce effective strategies and solutions.</td>
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<td><strong>Technological adeptness</strong></td>
<td>The demonstrated ability to apply different technologies to gather information and process evidence efficiently and effectively; understand the communication and technological systems used by the industry and apply that understanding to produce effective strategies and solutions</td>
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Want to know more?

ASIC offers flexibility and is committed to a diverse and inclusive workplace. To learn more about starting a career with ASIC, refer to the ASIC Careers Guide which is located on our Careers at ASIC website.

To work with us, you'll be required to satisfy our pre-engagement assessment and obtain a national security clearance. Australian citizenship is also required.