



Australian Government

Australian Financial Security Authority

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Position Description



Position title / number	Case Manager, Criminal Assets Management
Classification	APS 5
Location	Adelaide, Brisbane, Canberra, Hobart, Melbourne, Perth, Sydney
Division / section	Regulatory Operations Group / Criminal Assets Management
Reports to	Senior Case Manager CAM
Position status	Ongoing / Non-Ongoing
Direct reports	Nil
FTE / hours	37:30 Full time
Security clearance	Baseline vetting

AFSA acknowledge Aboriginal and Torres Strait Islander peoples as custodians of Australia and we pay our respects to Elders, past and present. We also acknowledge the ongoing connection to land, sea and communities throughout Australia, and the contributions to the lives of all Australians.

We are committed to advancing reconciliation and recognise the importance of empowering Aboriginal and Torres Strait Islander people to achieve greater equity and equality as a society.

Organisational context

The Australian Financial Security Authority (AFSA) is responsible for managing the application of bankruptcy and personal property securities laws through the delivery of high-quality personal insolvency and trustee, regulation and enforcement, and personal property securities services.

The **Regulatory Operations** Group is responsible for operations in Regulatory Services and Surveillance & Enforcement. This work operationalizes AFSA's strategy, delivering integrated end to end regulatory services that support clients through AFSA systems and ensures compliance in line with AFSA's approach to regulation to: People centric, Outcomes focused, Harms based, Intelligence led, and Strengths based.

The **Regulatory Services** division provides a range of services including statistics, stakeholder communication and engagement, and frontline service delivery for insolvency and PPSR

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enquiries, information and transactions. It works to streamline services through process innovation, informed by the needs of our clients. The division also supports AFSA to deliver effective and efficient digital services in a timely manner, while preserving the integrity and security of AFSA's data assets.

The **Criminal Assets Management (CAM)** team works alongside the Australian Federal Police in delivering the Governments Criminal Assets Confiscation Scheme. Acting on behalf of the Official Trustee, CAM team takes control of restrained assets and disposes of assets forfeited to the Commonwealth returning proceeds back to the community by way of the Confiscated Assets Account.

Purpose of the position

The Regulatory Operations Group conducts compliance activities, provides trustee services and exercises statutory coercive powers to minimize harm and maintain community confidence.

Working under the general guidance of the Assistant Director and Senior Case Manager, you will manage, assess and investigate complex matters, undertake administration of estates and provide information and support to team members. The case manager will deliver high quality operational and regulatory personal insolvency services to the Australian Public.

Working collaboratively across AFSA you'll contribute to a team environment with a supportive culture that encourages innovation and business improvement where staff are valued and committed to producing outcomes that enhance public value.

Key accountabilities

Under guidance, the Case Manager will:

- Assess, approve and issue applications in accordance with legislation, established operational practices, policies and procedures.
- Identify and escalate complex issues
- Establish commercially sound arrangements for the ongoing preservation and timely disposal of high value criminal assets, delivering public value.
- Produce high level business correspondence and status reports to key stakeholders.
- Liaise with AFSA clients and stakeholders, government agencies external service providers, legal representatives, and professional bodies.
- Maintain corporate and legislative records in accordance to established requirements (NPIL, trustee file management, case notes).
- Identify and contribute to the development and implementation of best practices, process improvement and strategies to effectively manage complex issues.

All duties will be performed in accordance with:

- the APS Values, Code of Conduct and Employment Principles.
- WHS obligations, taking responsibility for own health and safety and that of others.
- AFSA's risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks.

Skills and capabilities

To be successful in the role, you will demonstrate the following:

Evidence Based Decision Making

- Be able to discern and assess incoming information from reliable intelligence that is factual and provides diverse views for considered decision-making.
- Be able to determine the difference between assumptions and opinions with facts

to ensure the right information is being assessed and measured.

Legislative Interpretation & Application

- Understands and apply legislative instruments and regulatory frameworks to ensure compliance with corporate governance and legislative requirements, industry codes, standards, and policies.

Case Management

- Conduct complex investigations including legal matters.
- Effectively and efficiently manage a caseload with clear planning and utilization of reviews.

Achieves Results

- Keeps the end user in mind to shape program outcomes to meet needs.
- Defines, plans and organizes workload to achieve high quality outcomes. Supports the achievement of workload by establishing clear and appropriate milestones, goals and timeframes to ensure delivery of outcomes. Identifies and implements improvements and manage risk.

Digital Dexterity

- Demonstrate willingness and ability to explore and utilize existing and emerging technologies effectively to achieve better business outcomes.

Consultancy and Advice

- Contribute to the provision of specialist knowledge over a range of topics within the business or in a particular area of expertise and partners with the business to provide advice and guidance, influencing the effectiveness of business practice and outcomes.

Qualifications, accreditations, and experience

- Tertiary qualifications in Law, Accounting, or relevant discipline from an Australian tertiary institution (or comparable overseas institution).
- Demonstrated experience gained within the Insolvency or Finance Industries is highly desirable.

Position dimensions

Staff reports: direct reports – nil indirect reports - nil

Budget managed: nil

Delegations exercised:

- AFSA delegations
- *Public Service Act 1999*
- *Public Governance Performance and Accountability (PGPA) Act 2013*

HR use only:

Date last varied	By Who
07/08/26 Updated in Aurion by PeopleConnect	