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|  | **WESTERN AUSTRALIA POLICE**  **POSITION DESCRIPTION** |

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| **POSITION DETAILS** | **Position Description Number:**  Generic 203 |
| **Position Title:**  Senior Intelligence Analyst | **Rank/Level/Band:**  Level 6 |
| **Region/Portfolio/Directorate:**  Intelligence Portfolio | **Award/Agreement:**  Current PSA, PSGOGA and Agency Specific Agreement |
| **District/Branch:**  Intelligence Services | **Location / Suburb:**  May be required to work in various locations in the Agency, depending on work requirements. |
| **Sub-district/Section:**  Definitive | **Registered Copy Date:**  November 2016 |
| **Working Conditions/Special Allowances:**  Normally day shift, Monday to Friday, however, the position may be required to work outside normal hours for operational reasons in accordance with the relevant Industrial Agreement(s).  Incumbent may due to operational business needs be required to undertake shift work and occasionally undertake national/international travel. | |

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| **POSITION OBJECTIVE**  Leads and supervises intelligence teams to ensure they produce high level intelligence products, for strategic, operational and tactical intelligence purposes. |

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**REPORTING RELATIONSHIPS**

**THIS POSITION** REPORTS TO:

Title: Rank/Level/Band:

Principal Intelligence Analyst Level 7

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**THIS POSITION**

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POSITIONS REPORTING TO **THIS POSITION**:

Title: Rank/Level/Band:

Intelligence Analyst Level 5

Analyst Assistant Level 3

**Total number of positions under control:** varies

**Direct:** varies  **Indirect:** varies

**Budget Managed:** Nil

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**ORGANISATIONAL VALUES**

MISSION

To enhance the quality of life and well-being of all people in Western Australia by contributing to making our State a safe and secure place.

VALUES

The foundation of our values and service philosophy are six non-negotiable principles of conduct, behaviour and practices that are expected of everyone in the Western Australia Police (WA Police). These are honesty, empathy, respect, openness, fairness and accountability.

**The Western Australia Police promote a workplace that is discrimination free, is fair and equitable, values diversity and provides for a safe and healthy working environment.  In accordance with the organisation’s professional standards and Code of Conduct the Agency advocates a high level of ethics and integrity by all employees.**

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**Role of WORK Unit**

WA Police is the State’s principal law enforcement agency, responsible for the largest police jurisdiction in the world and services a growing population of approximately 2 million. WA Police provides services to the community in maintaining public order; the protection of life and property; the prevention, detection and prosecution of crime; and the rendering of assistance to those in need.

To do this, the Agency has embraced the four strategic priorities of leadership, accountability and quality supervision through results; better policing services to the community through improved standards; partnerships, coordination, cooperation and community engagement; and innovation and continuous business improvement integrated with intelligence. This position is found in a number of work units across the Agency.

**KEY RELATIONSHIPS**

Internal contacts include all areas within WA Police.

External contacts consist of the various federal and state law enforcement agencies, other federal, state and local government agencies and various committees represented by government and community.

**Decision making role**

The position has considerable autonomy in directing the operations of teams and for quality controlling team output. The position is responsible for providing a lead role in producing quality intelligence information. Control of resources, inclusive of staff, is to be in accordance with policy, legislation, employee contracts and agreements. Information and intelligence is to be managed in accordance with governing policies, procedures, models and Freedom of Information legislation.

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**ACCOUNTABILITIES/DUTIES**

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|  | Freq | % |
| **1 INTELLIGENCE ANALYSIS**     * 1. Leads and supervises the strategic, operational and tactical intelligence for the area of responsibility.   2. Implements strategies to ensure the highest possible level of service delivery to satisfy the needs and expectations of customers.   3. Designs, develops and implements methodologies to meet identified operational needs in relation to the production of quality intelligence and operational products.   4. Proactively plans, seeks, generates and disseminates intelligence and analysis and provides support where directed to operational areas and other cooperating agencies.   5. Ensures a proactive approach to and/or undertakes complex research and analysis to identify trends, crime patterns, causative factors and operational targets.   6. Provides direction to staff in accordance with organisational and divisional objectives.   7. Undertakes complex project management tasked by the Intelligence Portfolio to contribute to the development of WA Police intelligence capability.   8. Provides advice and recommendations, where appropriate, to the Intelligence Portfolio relating to intelligence matters and in accordance with ‘feed-up’ practices.   9. Builds, creates and maintains intelligence networks with internal and external stakeholders to the WA Police to enhance intelligence capability.   10. Assists the Intelligence Portfolio in reporting on performance at individual and collective levels to achieve outcomes in strategic, business and action plans.   1.10 Represents the Portfolio on workshops and committees internal and external to WA Police and provides presentations to various stakeholder groups.  1.11 Maintains a contemporary knowledge in intelligence concepts and methods through ongoing professional development and learning opportunities.  1.12 Provides input for the development and enhancement of the intelligence training and contributes to delivering training.  1.13 Prepares and/or delivers evidence for court proceedings.  **2 OTHER**  2.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.  3.3 2.2 Undertakes other duties as directed. | D  R  D  R  R  O  R  R  D  D  R  R  O  D  O | 95  5 |
| *FREQUENCY: D = Daily, W = Weekly, R = Regularly, O = Occasionally, A = Annually* |  |  |

**WORK RELATED REQUIREMENTS**

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| **SPECIALIST PRE-REQUISITE(S)** |
| It is a requirement that the position holder is successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 2** security clearance for the duration of their appointment in the position.  The recommended applicant(s) must undertake a psychological assessment in order to determine suitability for this position. |

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| **SPECIALIST ESSENTIAL** |
| Job holder must undertake and successfully complete the Intelligence Analysis course and other senior courses deemed appropriate by the Intelligence Portfolio. |

***ABLE TO DEMONSTRATE***

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| **Essential WORK RELATED REQUIREMENTS** | **Context within which criteria will be applied and/or general standard expected.** |
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| 1 Organisation and leadership skills. | Effectively and efficiently controls resources. Leading and coordinating WA Police analytical and intelligence resources on a state-wide basis. Providing effective coordination of analytical and intelligence resources. Coaching and mentoring staff. |
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| 2 Ability to design, develop and apply research methodologies. | Designing and developing methodologies to meet operational needs in relation to the production of quality intelligence. |
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| 3 Analytical, conceptual and problem solving ability. | Translating strategic intentions to meet organisational and divisional objectives. Identifying problems and implementing solutions. |
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| 4 Capacity in criminal or security intelligence gathering practices and techniques. | Researching and applying analysis to information and criminal/security intelligence. Interpreting intelligence and drawing inferences, conclusions and making recommendations to further law enforcement activity. |
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| 5 Project management skills. | Proposing scope and managing projects that will address the intelligence requirements of WA Police and integrate with the requirements of stakeholders. |
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| 6 Computer software skills. | Using many different databases and programs, including those specific to intelligence gathering, in an environment related to research, trend identification and statistical analysis. |
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| 7 Communication (written and verbal) and interpersonal skills. | Researching and writing reports and assessments for presentation at forums, internal and external to WA Police. Preparing ministerial correspondence. Delivering presentations and briefings to a wide variety of audiences. Working in a team environment and supervising staff. |
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| **DESIRABLE WORK RELATED REQUIREMENTS** |  |
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| 8 Possession of a tertiary qualification in a relevant discipline. |  |
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**CERTIFICATION**

We have carefully reviewed this Position Description and are satisfied that it fully and accurately describes the Western Australia Police requirements of the position.

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| **Certified By:** | Name and Signature | **Date** |
| **Workforce Consultant** | Louise Middleton  Workforce Design & Consultancy | November 2016 |
| **Portfolio/Directorate Head** | Paul Steel  Assistant Commissioner  Intelligence Portfolio | November 2016 |

OFFICE USE ONLY

Classification Review Date: May 2010