



## JOB DESCRIPTION FORM

### Intelligence Analyst (Generic)

Assessment and Strategy Development Directorate

#### POSITION DETAILS

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Classification Level:	5
Award/Agreement:	CCC Industrial Agreement 2013 (or subsequent replacements)
Position Status:	Up to 5 year appointment
Organisation Unit:	Assessment and Strategy Development Directorate - Strategic Intelligence
Responsible To:	Manager Strategic Intelligence - Level 7
Direct Report:	Nil

#### ROLE SPECIFIC RESPONSIBILITIES

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The Assessment and Strategy Development directorate is a multi-functional team working collaboratively across the Commission and the public sector through its assessment, oversight and strategic intelligence functions. The directorate assesses and manages the receipt of serious misconduct allegations, conducts reviews of investigations conducted by public sector agencies and conducts research and analysis to inform Commission priorities and external reports.

The **Intelligence Analyst** provides insights into current and long-term issues affecting the Commission's operating environment. This entails comprehensive research and analysis as well as the production of a range of intelligence products to inform decision-making primarily at, but not limited to, the strategic level.

- Communicates effectively regarding task definition and understanding.
- Identifies, develops and implements a range of information collection activities.
- Selects methods and undertakes comprehensive research and analysis.
- Uses information, systems, techniques and tools for intelligence purposes.
- Identifies and analyses current and emerging trends, issues and risk within the operating environment.
- Provides advice and recommendations based on analysis to the Manager Strategic Intelligence.
- Prepares intelligence products, as directed, in the form of intelligence assessments, reports and alerts for dissemination to appropriate stakeholders.
- Develops and delivers verbal intelligence briefings.
- Contributes to information and intelligence management systems, and continually appraises data quality and integrity, intelligence collection methods and intelligence products to ensure relevance and usability.
- Liaises externally as required and develops and enhances intelligence networks with internal/external stakeholders.
- Maintains a contemporary knowledge in intelligence analysis concepts, methods and tools through ongoing professional development and learning opportunities.
- Other duties as required.

## ESSENTIAL CAPABILITY REQUIREMENTS

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Five core capabilities form part of the Commission's Capability and Leadership Framework. They define the desired behaviours and capabilities required for successful performance at the Commission. Each capability is supported by a set of behavioural indicators which are accessible from the Commission's website.

Applicants will be assessed on the following essential capability requirements and will need to ensure consideration is given to the behavioural indicators relevant to the classification level and within the context of the advertised role.

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| <b>Shapes and manages strategy</b>                       | <ul style="list-style-type: none"><li>• Anticipates, analyses and evaluates information and displays innovative thinking.</li></ul>  |
| <b>Achieves results</b>                                  | <ul style="list-style-type: none"><li>• Works independently and manages own work deliverables. Proactively collaborates with others to achieve results. Displays a strong work ethic and resilience.</li></ul>   |
| <b>Builds productive relationships</b>                   | <ul style="list-style-type: none"><li>• Proactively builds trust and effectively works with a diverse group of stakeholders.</li></ul>   |
| <b>Exemplifies personal integrity and self awareness</b> | <ul style="list-style-type: none"><li>• Displays judgement, initiative and professionalism. Continually develops self and others.</li></ul>  |
| <b>Communicates and influences effectively</b>           | <ul style="list-style-type: none"><li>• Communicates complex information in a clear manner for the target audience.</li></ul>  |
| <b>Role Specific</b>                                     | <ul style="list-style-type: none"><li>• High level conceptual, analytical and problem-solving abilities.</li><li>• Knowledge of and experience with research methodologies and intelligence gathering practices and techniques.</li><li>• Well-developed written and verbal communication skills, particularly with regard to producing intelligence products and briefings.</li></ul> |

## PRE EMPLOYMENT REQUIREMENTS

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To be appointed to the position of **Intelligence Analyst** you will need to:

- be an Australian citizen or be immediately eligible for Australian Citizenship; and
- undergo and maintain security vetting.

## CERTIFICATION

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The details contained in this document are an accurate statement of the responsibilities and capabilities of the position.

Ray Warnes



13 September 2018

CHIEF EXECUTIVE

Signature

Date