



Information Management Analyst

POSITION DESCRIPTION FORM

Region / Portfolio:

Standards & Legal

Directorate / Command / District / Division:

Prosecution Services Division

Business/Work area:

Prosecution Services – Op and Support
Prosecution Application Support Team

Position Description Number:

Generic 368

Level:

Level 4

Employment Conditions

Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Perth

This position may be exposed to sensitive or disturbing content.

Position Objective

Research, coordinate and manage the quality of information exchanged between the police brief management and incident management computer systems and other systems including interagency systems. Develops solutions to improve information quality. Contributes to cross-justice information quality working groups to improve whole of government services.

Role of Work Unit

The Prosecution Application Support Team maintains the connection between the Western Australia Police Force Prosecutions Operating Model and the Prosecution Application. It supports and provides expertise to officers, prosecutors, Technology Portfolio's support and technical staff as well as judicial partners including Department of Justice, Office of the Director of Public Prosecutions (ODPP) and the courts, to ensure the application is the source of truth for prosecutorial matters for the agency.

Reporting Relationships

This position reports to:

- Manager, Level 6

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Quality Assurance (40%)

- 1.1 Identifies data quality issues between police and court systems and undertakes investigations and analysis to determine cause and effect, in order to rectify the issue.
- 1.2 Reinforces agency standards in business processes, as well as identifies business process changes required to ensure agency standards are maintained.
- 1.3 Conducts data quality audits to ensure the accuracy of data and information uploaded by the WA Police Force and other agencies.
- 1.4 Monitors and ensures the WA Police Force systems are up-to-date and aligned to relevant legislation, policies and procedures.
- 1.5 Develops methods and evaluation techniques and identifies ways to improve business performance.

2 System and Business Support (35%)

- 2.1 Provides system and application support to the WA Police Force staff on the Prosecution Application in accordance with the Integrated Staged Brief Process (ISBP).
- 2.2 Coordinates and undertakes investigations and analysis of complex Prosecution Application interface-related problems and either resolves or makes recommendations to resolve them.
- 2.3 Produces, manipulates and manages reports regarding interfaces and reference data tables for management as required.
- 2.4 Undertakes changes to reference data tables for business owners.
- 2.5 Contributes to the ongoing development of interfaces with the WA Police Force's business partners.
- 2.6 Undertakes, or contributes to information management projects, particularly those involving the introduction of new information technology and processes, to enable improved business performance.

3 Liaison (20%)

- 3.1 Liaises and negotiates with consultants, external agencies and staff of all levels within the WA Police Force, on information systems and quality issues.
- 3.2 Consults and negotiates with the relevant internal and external stakeholders who have an interest in, or will be impacted by changes to systems.

4 Other (5%)

- 4.1 Understands and complies with information security policies and procedures to mitigate areas of information security risk by ensuring the integrity, confidentiality, availability and security of information holdings/systems.
- 4.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 4.3 Undertakes other duties as directed.

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Work Related Requirements

Essential

Communication and interpersonal skills

Context in which work related requirements will be applied and or general standard expected.

Preparing reports and general correspondence. Presenting data and statistical information. Liaising and negotiating with staff and external stakeholders of all levels. Providing efficient and effective customer service. Providing advice and recommendations.

Problem solving and analytical skills

Identifying and resolving quality assurance issues. Demonstrating initiative and decisiveness and foreseeing consequences. Researching, collating and analysing information.

Planning and organisation skills

Determining priorities, managing workloads and meeting timeframes.

Ability to work as part of a team

Contributing to a team environment and working effectively with others.

Computer skills

Working with computer infrastructure, as well as Microsoft Office suite of applications, service manager software and incident management systems.

Desirable

Project management skills

Undertaking or contributing to information management projects.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Personal Leadership**.

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
A/Organisational Design Consultant Organisational Design & Analysis	Pamela Soares	30/12/2025
Divisional Superintendent Prosecution Services Division	Shannon McGeown	07/01/2026