



Principal Tactical Intelligence Analyst

POSITION DESCRIPTION FORM

Region / Portfolio:

State Intelligence and Command

Position Description Number:

Generic 595

Directorate / Command / District / Division:

Intelligence Services Division

Level:**Work Unit:**

Various

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

Shift work: As per relevant industrial agreement

Incumbent may due to operational business needs be required to undertake shift work and occasionally undertake national/international travel

Location: Perth and Joondalup, but may be required to work in various locations in the agency, depending on work requirements

Position Objective

Drives the development, quality and delivery of the Western Australia Police Force's tactical and field-based intelligence by innovating and implementing capabilities that enhance operational outcomes for the agency. Delivers and leads a dynamic tactical and field-based intelligence function to ensure the agency remains a leader in delivering intelligence services in a dynamic policing environment.

Role of Work Unit

The Intelligence Services Division is comprised of both police staff and police officers. The teams are responsible for providing information and intelligence within a dynamic policing environment in order to support the operational outcomes of the WA Police Force.

Reporting Relationships

This position reports to:

- Assistant Director, Level 8

Direct reports to this position include:

- Various, Constable, Sergeant, Senior Sergeant rank and Levels 3 to 6

Total number of positions under control: Various

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Key Accountabilities

1 Strategic Leadership and Management (50%)

- 1.1 Leads and manages the performance of staff ensuring appropriate coaching and development takes place to meet agency objectives.
- 1.2 Provides strong leadership and direction in effectively combining the full range of policing capabilities and resources to deliver tactical and field-based intelligence outcomes, including but not limited to, conducting human source debriefs, attending search warrants, coordinating surveillance information, accessing technical capabilities and using analytical tools and software.
- 1.3 Provides clear direction to ensure activities undertaken by the division are aligned to organisational objectives in order to support the operational outcomes of the agency.
- 1.4 Champions reform and improvement objectives through leadership and direction of teams under control, ensuring objectives are transformed into actions and goals are achieved.
- 1.5 Provides strategic advice to the Corporate Executive on matters relating to intelligence projects, initiatives and reviews.
- 1.6 Ensures the agency maintains capability to deliver quality actional intelligence and operational support to meet business objectives in support of a policing environment.
- 1.7 Liaises and negotiates through effective partnership to optimise business unit performance in line with strategic business planning, as appropriate, in relation to the provision of tactical and field-based intelligence services.

2 Intelligence Capability (45%)

- 2.1 Designs strategies for intelligence staff to determine reliability, relevance and credibility of information obtained in the field.
- 2.2 Influences and drives innovation and developments within the Force's intelligence capability.
- 2.3 Provides subject matter expertise in delivering operational outcomes through tactical intelligence and field-based deployments.
- 2.4 Provides leadership for intelligence staff in the identification, recruitment and management of human sources to create actionable intelligence in support of investigations.
- 2.5 Provides leadership in the intelligence planning of a range of operational activities including the attendance at search warrants and crime scenes to create actionable intelligence in support of investigations.
- 2.6 Identifies, builds and sustains positive relationships and partnerships with internal and external stakeholders to gather information or share intelligence.
- 2.7 Ensures the professional development and delivery of expertise for intelligence personnel within WA Police Force, setting and managing performance standards.
- 2.8 Maintains contemporary and comprehensive knowledge of current and emerging tactical and field-based intelligence developments, initiatives and capability that feeds into a police specific tactical and field-based training regime to support and improve frontline operational outcomes.
- 2.9 Identifies areas of deficiency around the intelligence capability function and undertakes actions to improve processes, capability and development of police staff and police officers and ensures processes remain contemporary and relevant.
- 2.10 Ensures intelligence personnel are appropriately skilled and deployed and are able to apply tactical and field-based intelligence tradecraft in a dynamic environment to achieve operational outcomes.
- 2.11 Drives the implementation of improvements in analytical tools and techniques and encourages a culture of continuous improvement to meet agency requirements.
- 2.12 Motivates intelligence personnel to improve productivity, continuously learn and embrace opportunities by empowering them through delegated responsibility.
- 2.13 Provides strategic advice and recommendations, where appropriate, to the agency's Corporate Executive and senior portfolio and divisional/district Officers relating to intelligence matters in accordance with 'feed-up' practices.
- 2.14 Maintains a commitment to undertake senior courses deemed appropriate by the State Intelligence and Command Portfolio.
- 2.15 Prepares and/or delivers evidence for court proceedings.
- 2.16 Oversees, the implementation of change to the intelligence standards required for the agency, ensuring a high level of application and addresses any inefficiencies.

3 Other (5%)

- 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2 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.
- 3.3 Undertakes other duties as directed.

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Specialist Prerequisite(s)

It is a requirement that the position holder is:

- An Australian Citizen prior to the completion of the selection process;
- Successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 2** security clearance for the duration of their appointment in the position

It is a requirement of this position that the recommended applicants undertake a psychological assessment, and as an incumbent, agree to undergo periodical psychological assessments, as required

Has completed or completes the Intelligence Analysis course to a competent standard prior to or within six (6) months of appointment to the position

Has completed or completes the Human Source Level two (2) course to a competent standard within twelve (12) months of appointment to the position

Work Related Requirements

Essential

Tactical and Field-Based Intelligence tradecraft and capability skills

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

Managing and demonstrating a high level of contemporary tactical and field-based intelligence tradecraft and capability skills in order to deliver and lead a dynamic tactical and field-based intelligence function to contribute to operational outcomes. Overseeing and assessing information from diverse sources and solving problems with the use of various computer systems and capabilities to form sound judgement and produce actionable intelligence. Undertaking research on complex issues.

Leadership and management skills

Leading, developing, supporting and empowering staff within a tactical and field-based intelligence environment. Providing direction and guidance to draw on innovative ideas and opportunities. Understanding organisational objectives and linking business unit and service output. Considering and understanding the ramifications of a wide range of issues. Anticipating risks and impact. Managing projects.

Change management skills

Embracing innovative opportunities to influence and drive positive change. Motivating and engaging relevant parties to accept, embrace and drive change.

Analytical and conceptual skills

Analysing and challenging processes to achieve and develop effective solutions. Achieving a franchised service commitment that focuses on improving the delivery of intelligence services in a policing environment.

Communication, liaison and negotiation skills

Building and sustaining productive and professional working partnerships with key internal and external stakeholders. Negotiating issues, persuading and influencing outcomes. Coordinating and preparing written and verbal reports, submissions and recommendations. Representing the agency on committees and at various intelligence forums. Undertaking research on complex issues.

Relationship management skills

Building and sustaining productive and professional working partnerships with key internal and external stakeholders. Representing the agency in a professional manner.

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.

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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 **Leading Leaders**.

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 and Analysis	Pamela Soares	24/01/2025 BLI
Assistant Commissioner State Intelligence & Command	Arlene Mavratsou	20/01/2023