



Tactical Intelligence Analyst

POSITION DESCRIPTION FORM

Region / Portfolio:

State Intelligence and Command

Directorate / Command / District / Division:

Intelligence Services

Work Unit:

Various

Position Description Number:

Generic 594

Rank / Level / Band:

Level 5

Employment Conditions

Industrial Agreement/Award: Current PSA PSCSAA and 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, but may be required to work in various locations in the Agency, depending on work requirements

Position Objective

Undertakes and leads the development, quality and delivery of the Western Australia Police Force's intelligence capability that enhances and delivers operational outcomes for the WA Police Force. Undertakes dynamic tactical intelligence to ensure WA Police Force remains a leader in delivering intelligence services in a policing environment.

Role of Work Unit

The Intelligence Services Division is comprised of both police officers and police staff. 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:

- District /Squad, Detective Senior Sergeant
- Senior Tactical Intelligence Analyst, Level 6

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Intelligence Capability and Fieldwork (75%)

- 1.1 Operates in both an office and field environment to deliver tactical and field-based intelligence in a law enforcement environment which includes but is not limited to conducting human source debriefs, attending search warrants, coordinating surveillance information, accessing technical capabilities and using analytical tools and software.
- 1.2 Accesses and contributes to identifying relevant information and/or systems to provide high quality tactical support based on comprehensive research and analysis and determines reliability, relevance and credibility of information obtained in the field.
- 1.3 Participates in, and contributes to, the gathering, processing and analysis of information collected through various Agency capabilities and functions including, and not restricted to, participating in selected human source and other debriefs to collect information of intelligence value.
- 1.4 Provides advice and participates in the identification, recruitment and management of human sources to create actionable intelligence for police officers in support of complex investigations.
- 1.5 As required attends at crime scenes and execution of search warrants during police operations to collect, triage and assess information of intelligence value.
- 1.6 Maintains a contemporary and comprehensive knowledge of current and emerging tactical and field-based intelligence developments, initiatives and capability that also feeds into a police specific tactical and field-based training regime to support and improve frontline operational outcomes and analytical tradecraft for the Division.
- 1.7 Maintains a commitment to undertake senior courses deemed appropriate by the State Intelligence and Command Portfolio.
- 1.8 Identifies areas of deficiency around the intelligence capability function and provides advice to management to improve processes, capability and development of police officers and police staff and ensures processes remain contemporary and relevant.
- 1.9 Prepares relevant documentation and reports in support of complex investigations to convey actionable intelligence in a constructed and concise format.
- 1.10 Builds, creates and maintains intelligence networks with internal and external stakeholders to the WA Police Force to enhance capability, promote information sharing and maximise work linkages.
- 1.11 Provides advice and recommendations, where appropriate, to the WA Police Senior Divisional/District Officers relating to intelligence matters in accordance with 'feed-up' practices.
- 1.12 Prepares and/or delivers evidence for court proceedings.

2 Strategic innovation and Development (20%)

- 2.1 Contributes to the improvements in analytical tools and techniques and encourages a culture of continuous improvement to meet Agency requirements.
- 2.2 Provides advice and recommendations, where appropriate, to the Intelligence Portfolio relating to the provision of tactical and field-based intelligence services to optimise business unit performance.
- 2.3 Identifies opportunities to improve productivity, develop, continuously learn and embrace opportunities to deliver best outcome focused intelligence tradecraft across the Agency.

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
- Is successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 2** security clearance for the duration of their appointment in the position
- Undertakes a psychological assessment to determine their suitability, 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

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

Tactical and field-based intelligence tradecraft and capability skills

Demonstrating a high level of contemporary tactical and field-based intelligence tradecraft and capability skills in order to support a dynamic tactical intelligence function that contributes to operational outcomes. 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.

Organisation and prioritisation skills

Planning, prioritising and working in a high tempo team to achieve operational outcomes. Managing competing priorities.

Change management skills

Identifying opportunities to influence and drive positive change and provides advice to management to improve processes and capability that enhance the delivery of operational outcomes.

Communication skills

Applying verbal and written communication skills to convey actionable intelligence in support of complex investigations in a concise manner that delivers operational outcomes. Conducting human source debriefs.

Relationship building and interpersonal skills

Identifying, building and sustaining productive and professional working partnerships with key internal and external stakeholders. Liaising with all levels of personnel. Providing representation in a medium to large organisation.

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: [Leading Others](#)

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Certification

The details contained in this document 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	16/05/2024 BLI
Assistant Commissioner State Intelligence and Command	Arlene Mavratsou	20/01/2023