



# Tactical Intelligence Analyst (SOCC)

## POSITION DESCRIPTION FORM

**Region / Portfolio:**

State Intelligence and Command

**Directorate /Command /District /Division:**

Intelligence Services Division

**Work Unit:**

State Operations Command Centre

**Position Description Number:**

Generic 715

**Level:**

Level 5

### Employment Conditions

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Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

Work Pattern: Shift work: As per relevant industrial agreement

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

Location: Perth

### Position Objective

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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

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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

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This position reports to:

- State Operations Command Centre, Operations Manager, Inspector
- 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 (75%)

- 1.1 Operates at the State Operations Command Centre to deliver tactical intelligence in a law enforcement environment which includes but is not limited to 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 collected.
- 1.3 Participates in, and contributes to, the gathering, processing and analysis of information collected through various Agency capabilities and functions to collect information of intelligence value.
- 1.4 Undertakes proactive scanning of serious incidents across all districts to contribute to early identification of linked offending and cross district offending.
- 1.5 Creates and maintains positive networks with Deployment and Tradecraft Tactical Intelligence Analysts to provide support and share capability during investigations.
- 1.6 Provides advice and participates in the identification and recruitment of human sources to create actionable intelligence in support of complex investigations.
- 1.7 Provides tactical intelligence support during initial incident response to Specialist and Support Services within the WA Police Force.
- 1.8 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.
- 1.9 Maintains a commitment to undertake senior courses deemed appropriate by the State Intelligence and Command Portfolio.
- 1.10 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.
- 1.11 Prepares tactical reports in support of investigations/operations to convey actionable intelligence in a timely manner.
- 1.12 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.
- 1.13 Provides advice and recommendations, where appropriate, to the WA Police Force Senior Divisional/District Officers relating to intelligence matters in accordance with 'feed-up' practices.
- 1.14 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 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)

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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

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### Essential

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

Tactical intelligence tradecraft and capability skills

Applying a high level of contemporary tactical 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 within a large organisation.

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 within a large organisation. Contributing to human source recruitment.

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. Representing a large organisation in a professional manner.

## Capability Framework

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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

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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

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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
Senior Organisational Design Consultant Organisational Design & Analysis	Martine Dimond	17/02/2025
Assistant Commissioner State Intelligence and Command	Assistant Commissioner Arlene Mavratsou	13/02/2025