



Government of **Western Australia**
Department of **Justice**

Job Description Form

Department of Justice Purpose

To provide a safe, secure and decent corrective services which contribute to community safety and reduced offenders' involvement in the justice system.

Position Title Intelligence Collator		Special Conditions
Effective Date May 2012	Position Number Generic	Level 3
Division Adult Custodial	Directorate Custodial Operations	Branch Various Prisons

Divisional Outcomes

Reduce re-offending; protect the community and direct offenders towards the adoption of law-abiding lifestyles

Directorate Outputs

Custody and containment;
Care and well being;
Reparation; and
Development and reintegration.

Branch Outputs

Managing the Prison to ensure security and good order is maintained in line with its business plan, resource management budget and statutory requirements;
Managing the Prison to ensure the care, well being and developmental needs of prisoners are met;
Developing effective community and industry programs aimed at providing reparation to the community; and
Managing the delivery and encouraging prisoner participation in programs aimed at preventing re-offending.

Role of the Position

The Prison Collator, in partnership with the Superintendent and the Security Services directorate, plans, collects, collates, completes local analysis and disseminates information reports to the Justice Intelligence Service. The collator will provide the Superintendent with local analysis, and risk assessments, liaise with the Justice Intelligence Service in relation to information requirements and the satisfying of intelligence gaps, report to the Superintendent and the Justice Intelligence Service in relation to actions taken as a result of the recommendations contained within disseminated intelligence products and identify local trends and patterns.

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Responsibilities of this Position

Intelligence Management

Analyses all security information, preparing appropriate tactical and operational plans for the management team in conjunction with JIS.

Maintains a clear, comprehensive and trusting information reporting relationship between the prison and JIS.

Ensures that ALL information and intelligence, irrespective of significance are reported to the JIS

Utilises the Analytical charting software to develop, receive, maintain and present association, link, timeline, commodity and event charts to the Superintendent and the Justice Intelligence Service.

Research and Analysis

Undertakes local research and analysis as directed by the Superintendent and the Manager JIS

Provide analysis to JIS in regard to local trends and patterns within the prison.

Ensures that the requirements of the prison in relation to the service provided by JIS is effectively maintained and improved.

Co-ordinate and develop local results analysis in conjunction with JIS.

Security

Develops relationships and liaises and communicates with stakeholders, JIS and other collators.

Contributes to the tactical and operational objectives of the prison and assists with the development of tactical and operational intelligence, prevention and enforcement measures with JIS.

Acts as a two way conduit of information between Security and JIS

Ensures that the report submission methodologies are fully understood by all staff, promotes at all times the importance of information submission and the intelligence process. Acts as a liaison to all prison staff in relation to Intelligence bulletins, warnings, assessments and all issues that may impact upon the core security objectives.

General

Subject to operational needs collators will relieve JIS analysts for career development

Continuous Improvement

Continuously improves the services provided between the prison and JIS. Ongoing evaluation of opportunities to utilise technical and physical resources more efficiently.

Cultural Change

Participates within and contributes to a positive and innovative workplace environment.

Ethical Behaviour

Demonstrates ethical behaviour in accordance with relevant standards, values and policies.

Equity, Diversity and Occupational Safety and Health

Applies the principles of equity, diversity, Occupational safety and Health in the workplace and behaves in accordance with relevant standards, values and policies.

Other

Other duties as directed.

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
Essential	
Skills	
Information and Knowledge Management	A demonstrated ability to use computers effectively in an intelligence role. Experience in the use of computer programs to present links, associations, trends and patterns. A demonstrated ability to manage information effectively to service the needs of the Superintendent and the Security Services directorate and to maintain an uninterrupted flow of information to the JIS.
Standards Setting	The demonstrated skills to be able to provide support to the Prison and the Justice Intelligence Service in the maintenance and ongoing development of an information and intelligence exchange. The ability to comply with all related policy and procedures and willingness to complete intelligence and analytical training.
Time Management and Organisation	The demonstrated ability to work in a high intensity environment, self manage priorities to meet competing deadlines, demonstrate the ability to structure time, take responsibility for and manage duties to successfully achieve required reporting timeframes.
Relationship Building and Networking	The ability to communicate effectively with diverse audiences, using a variety of strategies, establishes relationships with stakeholders and represents and promotes the Justice Intelligence Service within the Prison.
Knowledge	Knowledge of contemporary practices and principles that apply to intelligence procedures in custodial services; Knowledge of information gathering and processing; and Understanding of Occupational Safety and Health and Equal Employment Opportunity legislation.
Desirable	Knowledge of and an ability to use the Analytical software Two years prison based experience or experience in a similar role.
(NOTE: When applying for vacant positions, applicants are required to address the Work Related Requirements in the left-hand column only. The context and standards only provide general guidelines within which the Work Related Requirements will be applied).	

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Reporting Relationships								
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Title Superintendent Classification CL1 </div> <div style="text-align: center; margin: 5px 0;">Responsible to</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Title Security Manager Classification Level 7 </div> <div style="text-align: center; margin: 5px 0;">Responsible to</div> <div style="border: 2px solid black; padding: 10px; text-align: center; margin: 10px 0;"> Intelligence Collator – Level 3 </div>	<div style="border-left: 1px solid black; border-right: 1px solid black; height: 100px; margin: 0 auto;"></div>	<div style="text-align: center; margin-bottom: 10px;">Other offices reporting to this office</div> <div style="border: 1px solid black; padding: 10px; min-height: 100px;"> Title and classification Senior Officer Security - Various </div>						
Offices under direct responsibility								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: left;">Title</th> <th style="width: 33%; text-align: left;">Classification</th> <th style="width: 34%; text-align: left;">Number of FTEs supervised and controlled</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>			Title	Classification	Number of FTEs supervised and controlled			
Title	Classification	Number of FTEs supervised and controlled						

Location and Accommodation
Location Various
Accommodation N/A
Allowances / Special Conditions
The Contract of Employment specifies conditions relating to this position.

Certification	
The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.	
Delegated Authority Approval	
Signature	
Date	/ /