



# Job Description Form

## 013178 Principal Intelligence Officer Collection

### Intelligence Collection Branch

#### Position details

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Classification Level: 7

Award/Agreement: PSA 1992 / PSGO CSA GA 2017

Position Status: Permanent

Organisation Unit: Corrective Services – Operational Support

Physical Location: Perth CBD

#### Reporting relationships

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Responsible to: 013152 Assistant Director Intelligence Collection – Level 8

**This position: 013178 Principal Intelligence Officer Collection - Level 7**

Direct reports: Various

#### Overview of the position

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The Principal Intelligence Officer Collection will coordinate, support and provide advice to a team of intelligence officers who will collect and record relevant intelligence information across all custodial facilities. The position will develop and maintain systems to enable timely, relevant and accurate information collection and reporting in line with established procedures.

The Principal Intelligence Officer Collection will assist in the development of the Department's Intelligence Collection Framework and Strategy and will develop the department's capability to proactively collect intelligence and information from a range of resources and the use of new technologies and contemporary intelligence collection methods. The position will establish effective information gathering networks to ensure that all stakeholders can contribute effectively through a single receivable point. The Principal Intelligence Officer Collection will ensure the intelligence collection process maintains a high degree of integrity when managing information to encourage the provision of information.

## **Job description**

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As part of the Intelligence Collection team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate
- Facilitate cultural and management reforms within the Department through leadership and engagement
- Represent the Department's interest on committees and working groups as required.

## **Role specific responsibilities**

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- Develops and implements the department's capabilities within the Intelligence Collection Branch to maximise the collection of timely, relevant and accurate intelligence information in conjunction with the intelligence collection framework and strategy, through the use of new technologies and contemporary intelligence collection methods;
- Develops and maintains systems to ensure timely and accurate collection and reporting in line with operating procedures;
- Assists with appropriate training for relevant staff in intelligence collection requirements, in conjunction with the Academy;
- Establishes effective networks with both internal and external stakeholders to encourage the provision of information;
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

## **Job related requirements**

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In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

### **Shapes and Manages Strategy**

The ability to; provide direction to others regarding the purpose and importance of their work , set work tasks that align with strategic objectives and communicates the expected outcomes, understand the Department's objectives and aligns project activities accordingly, consider the ramifications of identified issues and evaluate their potential impacts on work plans and operational goals, gather and investigate information from a range of sources and explore new ideas and different points of view, investigate best practice approaches that may enhance service delivery are important for this role.

## **Achieve Results**

The ability to; critically review project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, identify key talent that will enhance and support performance, remain flexible and responsive to changes in requirements, seek specialist expertise and capitalise on the expert knowledge and skills of others, set clear plans and timeframes for project implementation and outlines specific activities that support success, respond in a positive and flexible way to change and uncertainty, share information and own expertise with others, see projects through to completion, monitor project progress and adjusts plans as required to meet deadlines, commit to achieving quality outcomes and seek feedback from stakeholders to gauge satisfaction are all fundamental to this role.

## **Builds Productive Relationships**

The capacity to; build and sustain relationships with a network of key people internally and externally, be proactive in offering assistance for a mutually beneficial relationship, anticipate and be responsive to internal and external clients' needs, involves, encourages and recognises the contributions of people, consult and share information and ensures that others are informed of issues, work collaboratively with the team, encourage the exploration of diverse views and try to see things from different perspectives, identify learning opportunities and strengths within the team and delegate tasks accordingly, set clear performance standards and provide timely praise and recognition, provide constructive objective feedback in a manner that gains acceptance and achieves resolution, deal with poor performance promptly are requirements for this role.

## **Exemplifies Personal Integrity and Self-Awareness**

This role requires; a high level of personal commitment to integrity, professionalism, probity and personal development, adherence to the Code of Conduct, the ability to stand by own position when challenged, to seek advice and guidance when required, takes personal responsibility for meeting objectives and shows initiative and acts proactively to progress work to meet deadlines, able to remain positive and respond to pressure in a controlled manner – continues to progress work despite criticisms and setbacks, a strong commitment to learning and self-development and acceptance of challenges and new opportunities. Engage with risk by providing impartial and forthright advice, constructively challenging important issues and proposing solutions. Actively identifies and manages risk issues escalating as required.

## **Communicates and Influences Effectively**

A demonstrated ability to: present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences, approach negotiations with a strong grasp of key issues, able to frame persuasive arguments that take account of opposing views, encourage support from relevant stakeholders, strive to achieve outcomes that benefit both parties are all requirements for this role.

## **Role Specific Criteria**

- Demonstrated knowledge of contemporary practices and principles that apply to intelligence functions within the criminal justice system and / or across intelligence agencies.

- Coordinate a team of officers, who are responsible for the day to day collection and recording of relevant intelligence information for analysis and dissemination purposes;

**Desirable**

- Attainment of or progression towards a relevant tertiary qualification.

**Special requirements/equipment**

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It is a requirement that the position holder is successful in obtaining a NEGATIVE VETTING LEVEL ONE security clearance as a condition of employment and maintaining the clearance for the duration of their appointment in the position. Only Australian Citizens are eligible to hold the NEGATIVE VETTING LEVEL ONE security clearance.

**Certification**

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The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COMMISSIONER

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR certification date: \_\_\_\_\_