



Job Description Form (JDF)

Position details

Position title: Senior Intelligence Analyst
Position number: 70190576
Classification: Level 6
Physical location: Perth Metropolitan Area
Award: PSA 1992
Agreement: PSGOCSAGA 2017
Pillar: Sustainability and Biosecurity
Directorate: Operations and Compliance
Branch: Specialist Compliance & Investigations
Section: Intelligence

Reporting relationships

Reports to: Manager Specialist Compliance & Investigations Level 8

This position

Direct reports: 2

Role summary

Leads and manages the intelligence team in the delivery of effective and efficient research and analysis activities relating to emerging non-compliance trends, and complex investigations. Supports, maintains and implements intelligence management methodologies and IT systems.

About us

The Department of Primary Industries and Regional Development's (Department) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.
- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- We value **relationships** – Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do.
- We are **resilient** – We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long term impact.
- We are **responsive** – We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly.
- We focus on **results** – We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

Key Responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Intelligence, Analysis and Advice

- Leads and manages the day to day operations of the Intelligence team.
- Manages human, technological, physical and other resources to meet organisational outcomes.
- Maintains intelligence data systems and ensure the integrity of system data.
- Coordinates complex research and analysis to develop, implement and meet operational needs of the team.
- Identifies complex compliance trends, crime patterns and organisational targets.
- Plans, generates and disseminates operational intelligence briefings and reports.
- Undertakes special project tasks to support the development of intelligence capabilities of teams across the Directorate.
- Promotes, educates and monitors the participation of Departmental staff in intelligence processes and systems to maximise use of intelligence data.
- Provides timely advice to management regarding section achievements, risks and resource management issues.
- Facilitates the implementation of corporate policies and change management strategies.
- Maintains contemporary knowledge in intelligence methodologies

- Participates in working groups.
- Assists in the preparation of evidence for court proceedings.
- Identifies opportunities and ongoing improvement of processes, practices and protocols.

Stakeholder Engagement

- Develops and maintains good intelligence across government agencies, ensuring that all stakeholders are able to contribute effectively into the intelligence network.
- Provides active input into the development, implementation and delivery of Branch plans.
- Provides regular reports on achievement of targets and takes remedial action where/when required.
- Fosters collaborative and mutually supportive relationships with stakeholders.
- Builds and maintains relationships with team members.
- Works with staff to ensure services and resources comply with organisational standards and processes.
- Shares knowledge and learning with others.
- Fosters a culture of quality management regarding service delivery, reviews and continual improvement initiatives.
- Represents the Department and Branch in meetings as required.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role Specific

1. Demonstrated knowledge and experience in the field of intelligence and investigations within a compliance environment.

Core Capabilities

2. Build effective relationships: Highly developed interpersonal communication skills, including the ability to liaise with a broad range of team members, clients and stakeholders.
3. Challenge for Innovation: Highly developed analytical and problems solving skills, including a demonstrated ability to develop innovative solutions to complex problems in order to meet organisational objectives.
4. Think strategically: Demonstrated ability to interpret and apply complex legislation and the ability to research complex issues and make appropriate recommendations.
5. Deliver in a changing environment: Highly developed planning and organisational skills including the ability to prioritise and complete tasks within deadlines.

6. Lead and empower: Ability to lead a team of people to deliver quality outcomes.

Special requirements/equipment

- Post-secondary qualification within the Intelligence discipline and qualification in intelligence database systems management or equivalent relevant experience.
- Possession of a current 'C' class driver's licence.
- Travel within the metropolitan area and occasional travel to districts may be required.
- An acceptable National Police Certificate (police clearance) is required.
- The contract of employment specifies terms and conditions relating to this position.

Certification

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

Delegated authority



26 July 2019

Deputy Director General
Sustainability and Biosecurity