



# Job Description Form

## Generic Intelligence Analyst (Analysis)

### Intelligence Services Branch

#### Position details

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Classification Level: 5

Award/Agreement: PSA 1992 / Public Sector CSA Agreement 2019

Position Status: Permanent

Organisation Unit: Corrective Services, Operational Support

Physical Location: Perth CBD

#### Reporting relationships

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Responsible to: 013177 Principal Intelligence Analyst - Level 7

**This position: Generic - Intelligence Analyst - Level 5**

Direct reports: NIL

#### Overview of the position

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The Intelligence Analyst will analyse intelligence and information collected by the Intelligence Collection Branch and via other avenues. The Intelligence Analyst will undertake an assessment of the relevance and accuracy of the information and will analyse the data to determine trends and highlight target areas. The Intelligence Analyst will create quality tactical, operational and strategic intelligence products for departmental decision making, and will ensure the timely delivery of these intelligence products for dissemination.

The Intelligence Analyst will contribute to continuous improvement through ongoing review of intelligence practices and products to ensure relevance and usability for both internal and external stakeholders.

#### Job description

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

- Maintain focus on the Department's goals concerning safety, security and rehabilitation.
- 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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- Determines methods and undertakes the comprehensive research and analysis of all available intelligence information;
- Prepares high quality and timely strategic, tactical and operational intelligence products in the form of assessments, reports and advice for dissemination to the appropriate Directorates, and other agencies to support Departmental decision making;
- Evaluate emerging patterns and trends in specific areas of current and changing risk;
- Maintains intelligence networks with internal and external stakeholders to enhance departmental capabilities;
- Contributes to a collaborative intelligence structure through consultation with team members and other staff on contemporary intelligence practices, identifying information gaps for further collection activity and provision of relevant advice to stakeholders; and
- 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 role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

#### **Shapes and Manages Strategy**

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

#### **Achieve Results**

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

### **Builds Productive Relationships**

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

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

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them, and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

### **Communicates and Influences Effectively**

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are 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.
- Ability to produce high quality and timely strategic, tactical and operational intelligence products in the form of assessments, reports and advice to support Departmental decision making;

### **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.

Director Intelligence Services

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

HR certification date: July 2020