# Job Description Form – Manager Intelligence

|  |  |  |  |
| --- | --- | --- | --- |
| **Position number:** | 16687 & 16688 | **Classification:** | Level 7 |
| **Division:** | Racing, Gaming and Liquor | **Branch/section:** | Investigations |
| **Reports to:** | 16459 – General Manager Investigations | **Direct reports:** | Nil  |

## Position details

## Position purpose

With substantial management experience and expert knowledge, the Manager Intelligence will be responsible for:

* Assisting the General Manager Investigations to design, develop and operate a dedicated intelligence function, which will inform RGL’s compliance enforcement and licensing activities.
* Managing, coordinating, developing and disseminating intelligence from a variety of sources, in collaboration with internal and external stakeholders.
* Providing expert guidance and advice with respect to intelligence gathering opportunities, methods, systems and management processes.
* Working closely with the Manager Investigations to coordinate and operationalise actionable intelligence.

## Context

The Racing, Gaming and Liquor (RGL) Division regulates and maintains the integrity of all lawful racing, gambling, and liquor activities in Western Australia.

RGL is committed to delivering a risk-based and intelligence-led approach to our compliance, enforcement and licensing responsibilities.

The Manager Intelligence is a newly created position, which will sit within RGL’s Investigation Team and support the intelligence requirements of the Division.

## Responsibilities

1. Leadership
	* Provides leadership to the team by driving improvements in intelligence processes and systems, and mentoring, advising and directing staff in intelligence collection and analysis.
	* Challenges processes and practices to foster an environment that manages risks, is integrity driven and encourages innovation.
2. Management of Intelligence Operations
	* Implements existing systems and develops new processes to maintain and continually improve regulatory intelligence holdings.
	* Oversees proactive collection, coordination and management of intelligence in support of strategic and operational objectives, using all available sources of information.
	* Facilitates the sharing of intelligence to identify key areas of focus for compliance enforcement activities and to inform allocation of resources.
	* Evaluates and analyses data to identify existing and emergent risks and provide advice to the leadership team on appropriate risk management strategies.
	* Maintains a high level of knowledge of contemporary intelligence practices.
	* Maintains strict confidentiality and integrity while handling sensitive information.
	* Works closely with the Manager Investigations to coordinate and operationalise actionable intelligence.
	* Drives the delivery of a best practice regulatory intelligence program.
3. Decision making
	* Under relevant legislation, performs statutory functions and exercises delegated statutory powers.
	* Exercises appropriate discretion, ensuring rationale is properly recorded, reported and justified.
	* Provides support to the General Manager with regards to complex matters.
4. Communication and stakeholder engagement
	* Develops and maintains productive working relationships with internal and external stakeholders to enhance departmental capabilities and ensure effective outcomes.
	* Oversees preparation of professional intelligence products for dissemination to relevant internal and external partners.
	* Prepares complex and detailed reports, briefing papers and submissions for review by the General Manager, Executive Director, Deputy Director General and Director General.
	* Represents the Department at national, state and local level committees, or industry forums, as required, in an appropriate and informed matter.
5. Adheres to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
6. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
7. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

## Selection criteria

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position. These criteria can be assessed against any stage of the recruitment process. Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

## Essential

1. Experience in an operational intelligence role in a regulatory, law enforcement, criminal intelligence or similar environment.
2. Knowledge and understanding of contemporary practices and principles that apply to intelligence functions.
3. Ability to maintain a high degree of impartiality, confidentiality and discretion in the collection and dissemination of private and/or sensitive information.
4. Ability to communicate complex information in a clear, articulate, respectful and compelling manner.
5. High-level written and oral communication and interpersonal skills, including the ability to negotiate persuasively and build influential relationships.
6. Demonstrated ability to lead and manage resources including human, physical, financial, technical and information, to meet organisational objectives.

## Desirable

1. Tertiary qualifications in a relevant/related discipline.
2. Strong understanding of the gambling and liquor industries, and/or the relevant Acts and Regulations.
3. Strong understanding of Australia’s anti-money laundering and counter-terrorism financing (AML/CTF) framework.
4. Experience in the management of human source intelligence.

## Leadership expectations

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](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

This role falls under the **Leading Others** context.

## Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

## Special Conditions

Other conditions specific to this role are:

* This position will be expected to undertake work outside of normal business hours when operationally required and undertake regional travel as necessary.

|  |  |
| --- | --- |
| Registration date | 25 February 2025 |