



Role Description

Manager – Domestic and Family Violence Strategic Intelligence

Cluster	Stronger Communities
Agency	NSW Police Force
Command/Business Unit	Various
Location	Various
Classification/Grade/Band	Clerk 9/10
ANZSCO Code	132411
PCAT Code	3229192
NSWPF Role Number	RD-957
Date of Approval	11/07/2023
Agency Website	www.police.nsw.gov.au

Agency overview

The NSW Police Force (NSWPF) vision is for *A Safer New South Wales*, which is achieved by police working with the community to prevent, disrupt and respond to crime.

It is one of the largest police forces in the western world, with more than 20,000 NSW Police Force employees, including more than 17,000 sworn officers providing a range of law and order services 24 hours a day, seven days a week to the socially, geographically and culturally diverse community of NSW.

The organisation has four function lines, based across a number of locations. Metropolitan Field Operations and Regional NSW Field Operations provide frontline services directly to the community. Investigations & Counter Terrorism provides investigative, technical and counter terrorism expertise. Corporate Services, provides business support services such as technology and communication, education and training and corporate human resources functions.

The NSW Police Force is a proud employer of a diverse range of people. This includes, but is not limited to, people who identify as Aboriginal or Torres Strait Islander, LGBTIQ, people with disability, people who come from a variety of cultural, religious or ethnic backgrounds, and workers of all ages. The NSWPF is committed to reflecting the diverse community we serve and creating an inclusive and respectful workplace for all employees, where difference is embraced, contributions are valued, and everyone has a sense of connection and belonging. This enables the growth and development of a talented and diverse workforce across the state, in a wide range of roles, at all levels.

The NSWPF *Statement of Values* and *Code of Conduct & Ethics* outlines appropriate behaviour for all NSW Police Force staff. All employees of NSWPF are expected to ensure ethics are incorporated into all aspects of their work making ethical behaviour, practices and decision making a part of daily routine. This further extends to ensuring confidentiality and information security is maintained at all times.

Work, Health and Safety legislation requires all employees to have specific responsibilities. This role is responsible for identifying, assessing, prioritising and controlling health and safety risks, and ensuring that safe systems of work are developed, documented and followed by staff and contractors through appropriate training, supervision and monitoring.

Primary purpose of the role

The role leads and manages the delivery of strategic intelligence reporting, targeting, and policy to provide complex strategic analysis and make high-level recommendations for consideration by the Region Commander, PAC and PD Commander on the prevention, early intervention, response and recovery of Domestic and Family Violence.

Key accountabilities

- Manage and lead the production of Domestic and Family Violence related strategic intelligence to inform senior decision making on criminal issues including predicting future trends, providing understanding of criminal markets and methodologies and assess harms and risks
- Develop, coordinate and manage systems for the collection, analysis, dissemination and review of intelligence for strategic targeting, planning, collection and reporting on the prevention, early intervention, response and recovery of Domestic and Family violence
- Lead and manage an intelligence team by providing high-level leadership through the provision of mentoring, coaching and performance feedback
- Represent the Region Commander, PAC/PD Commander and Commander, Domestic and Family Violence Registry on relevant working parties, committees, conferences and forums
- Contribute to the development of intelligence tools, policy and products in support of operational intelligence requirements to enhance investigation capability relating to Domestic and Family Violence.
- Champion strategic intelligence and intelligence policy in the organisation through expertise, advice and advocacy
- Prioritisation of work allocation and deployment of resources to ensure the delivery of timely strategic intelligence reporting and intelligence policy development to inform decision making.

Key challenges

- Maintain high level awareness, knowledge and expertise on emerging crime trends, legislative changes, policies, procedures and systems, including understanding the complex and sensitive political environments and information security to drive corporate & strategic business objectives
- Build and maintain professional working relationships with internal and external stakeholders to ensure the development of informed and timely strategic intelligence to influence senior decision-making
- Ability to manage resource and workload allocation along with competing priorities to ensure that services are delivered effectively within required timeframes and critical and sound judgements are made whilst under pressure.

Key relationships

Who	Why
Internal*	
Manager	<ul style="list-style-type: none">• Provide advice and contribute to decision making• Identify emerging issues/risks and their implications and propose solutions• Receive advice and report on progress towards business objectives and discuss future directions
Commanders/Stakeholders	<ul style="list-style-type: none">• Provide advice on a range of strategic intelligence related issues and processes in support of operational activities, issues and strategies• Optimise engagement to achieve defined outcomes

Who	Why
Direct Reports	<ul style="list-style-type: none"> • Inspire and motivate staff, provide direction and manage performance • Guide, support, coach and mentor team members • Monitor and coordinate workload and competing priorities • Ensure staff members comply with legislation, policies and procedures • Maintain accountability
Work Team	<ul style="list-style-type: none"> • Support team and work collaboratively to contribute to delivery of business outcomes • Mentor junior staff • Participate in meetings to represent work group perspective and share information
Clients/Customers	<ul style="list-style-type: none"> • Provide advice on a range of strategic intelligence related products and processes in support of operational activities, issues and strategies • Optimise engagement to achieve defined outcomes • Information exchange
External	
Clients/Customers	<ul style="list-style-type: none"> • Provide advice on a range of strategic intelligence activities, issues and strategies • Optimise engagement to achieve defined outcomes • Information exchange

Role dimensions

Decision making

The role is responsible for the preparation of submissions, reports, audits, analysis and plans for the Region Commander, PAC/PD Commander and Commander, Domestic and Family Violence Registry with recommendations regarding strategic intelligence projects, priorities and policies, as well as strategies to support information requests and business objectives.

Reporting line

- Operations Manager - Superintendent

Direct reports

- Intelligence Analysts - Clerk 5/6

Budget/Expenditure

- Nil

Key knowledge and experience

- A strategic, delivery focussed mindset with the capability to support business leaders for delivery of effective and efficient services to meet organisational needs, including relevant experience facilitating and delivering business solutions in a government setting
- Proven experience and ability in analytics, business function review and documentation with strong problem-solving skills
- Demonstrated experience in the planning, implementation and management of complex intelligence research projects

Essential requirements

- Obtain and maintain the requisite security clearances for this position
 - Possession of relevant tertiary qualifications in an intelligence, law enforcement or research related field, or equivalent knowledge and experience
 - Successful completion of Intelligence Fundamentals & Intelligence Specialist Silver Modules (Core)* within two years of commencing in the role
- * or equivalent qualification

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.



The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.


FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Personal Attributes</p>	<p>Display Resilience and Courage</p> <p>Be open and honest, prepared to express your views, and willing to accept and commit to change</p>	<ul style="list-style-type: none"> • Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations 	Adept
	<p>Manage Self</p> <p>Show drive and motivation, an ability to self-reflect and a commitment to learning</p>	<ul style="list-style-type: none"> • Keep up to date with relevant contemporary knowledge and practices • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate and maintain a high level of personal motivation 	Adept
 <p>Relationships</p>	<p>Communicate Effectively</p> <p>Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> • Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences 	Adept
	<p>Work Collaboratively</p> <p>Collaborate with others and value their contribution</p>	<ul style="list-style-type: none"> • Recognise outcomes achieved through effective collaboration between teams • Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government • Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions • Network extensively across government and organisations to increase collaboration • Encourage others to use appropriate collaboration approaches and tools, including digital technologies 	Advanced

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Results</p>	<p>Plan and Prioritise</p> <p>Plan to achieve priority outcomes and respond flexibly to changing circumstances</p>	<ul style="list-style-type: none"> • Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team and unit goals, strategies and plans • Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate outcomes and adjust future plans accordingly 	Adept
	<p>Think and Solve Problems</p> <p>Think, analyse and consider the broader context to develop practical solutions</p>	<ul style="list-style-type: none"> • Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements • Implement systems and processes that are underpinned by high-quality research and analysis • Look for opportunities to design innovative solutions to meet user needs and service demands • Evaluate the performance and effectiveness of services, policies and programs against clear criteria 	Advanced
 <p>Business Enablers</p>	<p>Technology</p> <p>Understand and use available technologies to maximise efficiencies and effectiveness</p>	<ul style="list-style-type: none"> • Identify opportunities to use a broad range of technologies to collaborate • Monitor compliance with cyber security and the use of technology policies • Identify ways to maximise the value of available technology to achieve business strategies and outcomes • Monitor compliance with the organisation's records, information and knowledge management requirements 	Adept


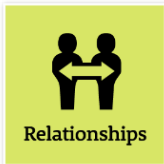



FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>People Management</p>	<p>Optimise Business Outcomes Manage people and resources effectively to achieve public value</p>	<ul style="list-style-type: none"> • Initiate and develop longer-term goals and plans to guide the work of the team in line with organisational objectives • Allocate resources to ensure the achievement of business outcomes and contribute to wider workforce planning • When planning resources, implement processes that encourage the attraction and retention of people of diverse cultures, backgrounds and experiences • Ensure that team members base their decisions on a sound understanding of business and risk management principles, applied in a public sector context • Monitor performance against standards and take timely corrective actions • Keep others informed about progress and performance outcomes 	Adept

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	Capability name	Description	Level
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate
 People Management	Manage and Develop People	Engage and motivate staff, and develop capability and potential in others	Intermediate
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate

Version Control

Version	Summary of Changes	Date
V1.0	New Role Description created for new role (Benchmarked from RD 501Mgr Strategic Intel & Policy (SIC))	17.04.2023
V1.	Change reporting line	17.07.2023

Roles attached

Position Number	Region	Position Number	Region	Position Number	Region	Position Number	Region