Role Description
Senior Intelligence Analyst

Cluster	Stronger Communities
Agency	NSW Police Force
Command/Business Unit	Various
Location	Various
Classification/Grade/Band	Clerk 5/6
ANZSCO Code	224411
PCAT Code	1127292
NSWPF Role Number	RD 46
Date of Approval	30/06/2016
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 following all NSWPF health and safety policies, and taking all reasonable care that their actions or omissions do not impact on the health and safety of others.

Primary purpose of the role

The Senior Intelligence Analyst applies expertise in making assessments and predictions to support decision making through a variety of tasks from tactical intelligence functions to strategic reporting on threats and challenges to NSW Police Force.

Key accountabilities

- Produce accurate and written intelligence products which inform and support tactical, operational and strategic decision making.
- Establish, develop and maintain effective professional relationships with key stakeholders.
- Conduct, attend or assist with verbal intelligence briefings, presentations and meetings to influence decision making and inform stakeholders.
- Collect, identify and assess information to produce intelligence.
- Knowledge and understanding of the intelligence cycle and ability to apply it to the issues faced by NSW Police Force at all levels.
- Identify stakeholder requirements, prioritise workload and manage local portfolios and business processes to meet agreed outcomes and timeframes.
- Assist in the development of intelligence practices and personnel to meet the organisations objectives.

Key challenges

- Ensuring timely collection and dissemination of accurate information and intelligence in a high volume work area with competing priorities.
- Applying and maintaining effective research and analytical skills and consider all relevant information sources to meet the project needs and outcomes.
- Development and maintenance of sound knowledge and understanding of relevant legislation and policies, best practice, current and emerging crime trends and investigative techniques and capabilities to inform critical decision making.

Key relationships

Who	Why
Internal*	
Intelligence Supervisor/Team Leader	- Escalate issues, keep informed, advise and receive instructions - Provide regular updates on key projects, issues and priorities - Work cooperatively within a team, exchange information and assist other team members to achieve work outcomes
Investigator/Operational Police	- Provide briefings, intelligence products and advice - Provide assessment of operational and organisational risk
External	
Law Enforcement Intelligence agencies (ACC, NSWCC, other State and Federal Agencies)	- Foster and maintain relationships and foster information sharing - Provide briefings, intelligence products and advice - Raise cross jurisdictional issues

Role dimensions

Decision making

The Senior Intelligence Analyst has day to day decision making and prioritisation of workload in relation to intelligence reporting, intelligence support to investigations, environmental scanning, maintaining intelligence systems and other intelligence functions.

Reporting line

This role may report to the following, dependant on the command/business unit:
- Manager – Clerk 9-10
- Inspector
- Intelligence Team Leader – Clerk 7-8
- Manager (or equivalent) - Clerk 7/8
- Sergeant

Direct reports

- Nil

Budget/Expenditure

- Nil

Key knowledge and experience

- Demonstrated understanding of the application of the intelligence cycle
- Demonstrated computer literacy in Microsoft Excel to an intermediate level

Essential requirements

- Obtain and maintain the requisite security clearances for this position.
- Highly developed understanding of tactical and strategic intelligence and demonstrated ability to apply intelligence concepts and ability to prepare intelligence assessments and reports.
- Willingness to complete the NSWPF delivered Applied Intelligence Training Program course or equivalent within two years of commencement in role.

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
Personal Attributes	**Display Resilience and Courage** Be open and honest, prepared to express your views, and willing to accept and commit to change	• Be flexible and adaptable and respond quickly when situations change • Offer own opinion and raise challenging issues • Listen when ideas are challenged and respond appropriately • Work through challenges • Remain calm and focused in challenging situations	Intermediate
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	• Adapt existing skills to new situations • Show commitment to achieving work goals • Show awareness of own strengths and areas for growth, and develop and apply new skills • Seek feedback from colleagues and stakeholders • Stay motivated when tasks become difficult	Intermediate
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Focus on key points and speak in plain English • Clearly explain and present ideas and arguments • Listen to others to gain an understanding and ask appropriate, respectful questions • Promote the use of inclusive language and assist others to adjust where necessary • Monitor own and others' non-verbal cues and adapt where necessary • Write and prepare material that is well structured and easy to follow • Communicate routine technical information clearly	Intermediate
	Work Collaboratively Collaborate with others and value their contribution	• Build a supportive and cooperative team environment • Share information and learning across teams • Acknowledge outcomes that were achieved by effective collaboration • Engage other teams and units to share information and jointly solve issues and problems • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others	Intermediate

FOCUS CAPABILITIES			
Capability group/sets	**Capability name**	**Behavioural indicators**	**Level**
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	• Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed	Intermediate
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	• Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness	Adept
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Use available technology to improve individual performance and effectiveness • Make effective use of records, information and knowledge management functions and systems • Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies	Intermediate

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	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
Results	Plan and Priorities	Plan to achieve priority outcomes and respond flexibly to changing circumstances	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	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate

Version Control		
Version	**Summary of Changes**	**Date**
V1.0	Position Description translated into Role Description template	30.06.2016
V1.1	Agency Overview amended and added NSWPF role number	22.09.2017
V1.2	Updated into new RD template, change security coding from Unclassified to OFFICIAL del Role Number	17.05.2021

Roles attached

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