Role Description
Senior Strategic Intelligence Analyst

Cluster	Stronger Communities
Agency	NSW Police Force
Command/Business Unit	State Intelligence Command, Strategic Intelligence & Capability
Location	Parramatta
Classification/Grade/Band	Clerk 7/8
ANZSCO Code	224411
PCAT Code	1129192
NSWPF Role Number	RD 913
Date of Approval	22/11/2022
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 ensuring that the work for which their position is responsible is carried out in ways which safeguard the health and safety of all workers.

Primary purpose of the role

The role of the Senior Strategic Intelligence Analyst is to research, collect and analyse information from a variety of internal and external sources to provide high level written strategic briefings to inform decisions of senior members of the NSWPF. The role requires dealing with complex and sensitive information whilst issuing information to both internal and external stakeholders to meet agreed outcomes and timeframes.

Key accountabilities

- Collect, collate and assess information from various internal and external sources to identify information of interest in relation to strategic threats and challenges for the NSW Police Force.
- Work closely with management to provide timely advice, analysis and communications to the senior executive and internal/external stakeholders regarding sensitive and high-profile strategic and operational challenges to the NSW Police Force.
- Provide direction and collaboration on daily and periodical tasks, as well as provide mentoring on higher level critical thinking and strategic writing to junior team members, and lead training opportunities for strategic intelligence across the command.
- Coordinate and lead intelligence briefings, presentations and meetings to inform senior stakeholders, Corporate Sponsors and the NSW Police Senior Executive.
- In-depth knowledge and understanding of the intelligence cycle, the ability to apply it to issues faced by the NSW Police Force and assist other intelligence staff, clients and stakeholders to understand their roles and responsibilities in the cycle.
- Establish, develop, and maintain effective collaborative relationships with key stakeholders, including other State and Commonwealth law enforcement and intelligence agencies.
- Identify stakeholder requirements, prioritise workload and handle more complex local portfolios to meet agreed outcomes and timeframes.
- Maintain strict confidentiality and integrity over sensitive information.

Key challenges

- Providing clear, insightful analysis and advice under pressure, against short deadlines and competing priorities to a wide range of non-technical audiences.
- Maintain contemporary knowledge of relevant legislation and policies, best practice, issues relating to intelligence, relevant crime trends and emerging issues and investigative techniques and capabilities.

Key relationships

Who	Why
Internal*	
Intelligence Manager	- For guidance and provision of key information and advice
Intelligence Supervisor/ Intelligence Team Leaders	- Escalate issues, keep informed, advise and receive instructions - Provide regular updates on key projects, issues and priorities
Intelligence Analyst/ Senior Intelligence Analysts	- Lead and mentor with respect to strategic intelligence methodology and techniques - Work cooperatively within a team, exchange information and assist other team members to achieve work outcomes

Who	Why
External	
Law Enforcement Intelligence agencies (ACIC, NSWCC, other State and Federal Agencies)	• For exchanging and obtaining relevant information and intelligence

Role dimensions

Decision making

The role requires the use of initiative and is responsible for making value judgements regarding the importance of information obtained. The role is expected to operate independently to ensure tasks are completed in an efficient and timely manner

Reporting line

• Intelligence Supervisor – Senior Sergeant

Direct reports

• Nil

Budget/Expenditure

• Nil

Key knowledge and experience

• Demonstrated understanding and knowledge of the intelligence cycle.
• Demonstrated computer literacy in Microsoft Excel to an intermediate level.
• Experience within law enforcement, intelligence or government security environments would be an advantage.

Essential requirements

• Obtain and maintain the requisite security clearances for this role (NV1).
• Possession of relevant post graduate tertiary qualification in an intelligence, law enforcement or research related field, or equivalent knowledge and experience.
• Willingness to complete the NSW Silver Intelligence Professionalisation Pathway and National Advanced Strategic Intelligence Course 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, 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
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• 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
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	• Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relationships with internal and external stakeholders • Anticipate and minimise conflict	Adept

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
Results	**Deliver Results** Achieve results through the efficient use of resources and a commitment to quality outcomes	• Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for	Adept
	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
Business Enablers	**Project Management** Understand and apply effective planning, coordination and control methods	• Perform basic research and analysis to inform and support the achievement of project deliverables • Contribute to developing project documentation and resource estimates • Contribute to reviews of progress, outcomes and future improvements Identify and escalate possible variances from project plans	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	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	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
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
Results	Plan and Prioritise	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
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational

Version Control

Version	Summary of Changes	Date
V1.0	New Role Description created for new role	14.09.2022

Roles attached

Position Number	Region	Position Number	Region	Position Number	Region	Position Number	Region
	SIC						