Role Description
Intelligence Analyst

Cluster	Justice
Agency	NSW Police Force
Command/Business Unit	Various
Location	Various
Classification/Grade/Band	Clerk 3-4
ANZSCO Code	224411
PCAT Code	1127292
NSWPF Role Number	51228039
Date of Approval	30/06/2016
Agency Website	www.police.nsw.gov.au

Agency overview

The NSW Police Force (NSWPF) vision is for a *Safe and Secure New South Wales*, which is achieved by police working with the community to reduce violence, crime and fear.

It is one of the largest police forces in the western world, with more than 20,000 NSW Police Force employees, including more than 16,000 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 five 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. Specialist Support provides an operational support function along with a range of specialised services. The fifth function line, Corporate Services, provides business support services such as technology and communication, education and training and corporate human resources functions.

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 Intelligence Analyst makes informed 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

- Contribute to the production of written intelligence products which inform and support tactical, operational and strategic decision making.
- Develop and maintain effective professional relationships with key stakeholders.
- Assist with intelligence briefings, presentations and meetings to influence decision making and inform stakeholders.

- Contribute to the collection, identification and assessment of information to produce intelligence.
- Knowledge of the intelligence cycle and ability to apply it to the issues faced by NSW Police Force at all levels.
- Liaise with other members of the NSW Police Force and contribute to the overall NSW Police force intelligence network.
- Assist in the analysis of information to identify emerging trends and issues for the development of intelligence reporting.

Key challenges

- Ensure timely collection and dissemination of accurate information and intelligence in a high volume work area with competing priorities.
- Apply and maintain research and analytical skills and consider all relevant information sources to meet the project needs and outcomes.
- Effectively maintain NSWPF intelligence systems and processes and develop and maintain awareness and understanding of relevant crime trends and emerging issues to assist in the management of information and production of intelligence.

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 assistance in the delivery of briefings, intelligence products and advice
	• Contribute to the assessment of operational and organisational risk.
External	
Law Enforcement Intelligence agencies (ACC, NSWCC, other State and Federal Agencies)	• Contribute to relationships to support information sharing

Role dimensions

Decision making

Under supervision and guidance, the Intelligence Analyst is responsible for 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

- Team Leader – Clerk 7-8 or Sergeant
- Manager – Clerk 9-10 or Inspector

Direct reports

- Nil

Budget/Expenditure

- Nil

Essential requirements

- Obtain and maintain the requisite security clearances for this role.

- Willingness to complete the NSWPF Applied Intelligence Training Program or equivalent within two years of commencement in role.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	**Display Resilience and Courage**	**Intermediate**
	Act with Integrity	Foundational
	Manage Self	Foundational
	Value Diversity	Foundational
Relationships	**Communicate Effectively**	**Intermediate**
	Commit to Customer Service	Foundational
	Work Collaboratively	**Foundational**
	Influence and Negotiate	Foundational
Results	**Deliver Results**	**Foundational**
	Plan and Prioritise	Foundational
	Think and Solve Problems	**Intermediate**
	Demonstrate Accountability	Intermediate
Business Enablers	Finance	Foundational
	Technology	**Intermediate**
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Display Resilience and Courage	Intermediate	• Be flexible and adaptable and respond quickly when situations change • Offer own opinion and raise challenging issues

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Listen when ideas are challenged and respond in a reasonable way • Work through challenges • Stay calm and focused in the face of challenging situations
Relationships Communicate Effectively	Intermediate	• Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Relationships Work Collaboratively	Foundational	• Work as a supportive and co-operative team member, share information and acknowledge others' efforts • Respond to others who need clarification or guidance on the job • Step in to help others when workloads are high • Keep team and supervisor informed of work tasks
Results Deliver Results	Foundational	• Complete own work tasks under guidance, within set budgets, timeframes and standards • Take the initiative to progress own work • Identify resources needed to complete allocated work tasks • Seek clarification when unsure of work tasks
Results Think and Solve Problems	Intermediate	• Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit
Business Enablers Technology	Intermediate	• Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems • Understand and comply with information and communications security and acceptable use policies • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies

Version Control

Version	Summary of Changes	Date
V1.0	Position Description translated into Role Description template	30.06.2016
V1.1	Agency Overview amended	02.06.2017
V1.2	Added NSWPF role number	22.09.2017