

# Role Description

## Senior Intelligence Analyst



Cluster	Justice
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	51228063
Date of Approval	30/06/2016
Agency Website	<a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a>

### 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 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
<b>Internal</b>	
Intelligence Supervisor/Team Leader	<ul style="list-style-type: none"> <li>• Escalate issues, keep informed, advise and receive instructions</li> <li>• Provide regular updates on key projects, issues and priorities</li> <li>• Work cooperatively within a team, exchange information and assist other team members to achieve work outcomes</li> </ul>
Investigator/Operational Police	<ul style="list-style-type: none"> <li>• Provide briefings, intelligence products and advice</li> <li>• Provide assessment of operational and organisational risk</li> </ul>
<b>External</b>	
Law Enforcement Intelligence agencies (ACC, NSWCC, other State and Federal Agencies)	<ul style="list-style-type: none"> <li>• Foster and maintain relationships and foster information sharing</li> <li>• Provide briefings, intelligence products and advice</li> <li>• Raise cross jurisdictional issues</li> </ul>

## Role dimensions

### Decision making

This role 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

## Essential requirements

- Obtain and maintain the requisite security clearances for this role.
- Sound understanding of tactical and strategic intelligence, and 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 applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://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	<b>Display Resilience and Courage</b>	<b>Intermediate</b>
	Act with Integrity	Foundational
	<b>Manage Self</b>	<b>Intermediate</b>
	Value Diversity	Foundational
 Relationships	<b>Communicate Effectively</b>	<b>Intermediate</b>
	Commit to Customer Service	Foundational
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Intermediate</b>
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	<b>Technology</b>	<b>Intermediate</b>
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

## 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
<b>Personal Attributes</b> Display Resilience and Courage	Intermediate	<ul style="list-style-type: none"> <li>Be flexible and adaptable and respond quickly when situations change</li> <li>Offer own opinion and raise challenging issues</li> <li>Listen when ideas are challenged and respond in a reasonable way</li> <li>Work through challenges</li> <li>Stay calm and focused in the face of challenging situations</li> </ul>
<b>Personal Attributes</b> Manage Self	Intermediate	<ul style="list-style-type: none"> <li>Adapt existing skills to new situations</li> <li>Show commitment to achieving work goals</li> <li>Show awareness of own strengths and areas for growth and develop and apply new skills</li> <li>Seek feedback from colleagues and stakeholders</li> <li>Maintain own motivation when tasks become difficult</li> </ul>
<b>Relationships</b> Communicate Effectively	Intermediate	<ul style="list-style-type: none"> <li>Focus on key points and speak in 'Plain English'</li> <li>Clearly explain and present ideas and arguments</li> <li>Listen to others when they are speaking and ask appropriate, respectful questions</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Prepare written material that is well structured and easy to follow by the intended audience</li> <li>Communicate routine technical information clearly</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>Build a supportive and co-operative team environment</li> <li>Share information and learning across teams</li> <li>Acknowledge outcomes which were achieved by effective collaboration</li> <li>Engage other teams/units to share information and solve issues and problems jointly</li> <li>Support others in challenging situations</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>Complete work tasks to agreed budgets, timeframes and standards</li> <li>Take the initiative to progress and deliver own and team/unit work</li> <li>Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>Seek and apply specialist advice when required</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options</li> <li>Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>Identify and share business process improvements to enhance effectiveness</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Business Enablers</b> Technology	Intermediate	<ul style="list-style-type: none"> <li>• Apply computer applications that enable performance of more complex tasks</li> <li>• Apply practical skills in the use of relevant technology</li> <li>• Make effective use of records, information and knowledge management functions and systems</li> <li>• Understand and comply with information and communications security and acceptable use policies</li> <li>• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies</li> </ul>

## Version Control

Version	Summary of Changes	Date
<b>V1.0</b>	Position Description translated into Role Description template	30.06.2016
<b>V1.1</b>	Agency Overview amended and added NSWPF role number	22.09.2017