



Tactical Intelligence Analyst Assistant

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

State Intelligence and Command

District / Branch:

Intelligence Services

Work Unit:

Various

Position Description Number:

Generic 597

Rank / Level / Band:

Level 3

Employment Conditions

Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Shift work: As per relevant industrial agreement

Incumbent may due to operational business needs be required to undertake shift work and occasionally undertake national/international travel.

Location: Perth, but may be required to work in various locations in the Agency, depending on work requirements.

Position Objective

Undertakes the development, quality and delivery of the Western Australia (WA) Police Force's intelligence capability that enhances and delivers operational outcomes for the WA Police Force. Undertakes dynamic tactical intelligence to ensure the WA Police Force remains a leader in delivering intelligence services in a policing environment.

Role of Work Unit

The Intelligence Services Division is comprised of both police officers and police staff. The teams are responsible for providing information and intelligence within a dynamic policing environment in order to support the operational outcomes of the WA Police Force.

Reporting Relationships

This position reports to:

- District /Squad, Detective Senior Sergeant
- Senior Intelligence Analyst, Level 6

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

Position Title: Tactical Intelligence Analyst Assistant	Rank, Level or Band Level 3	Position Number: Generic 597
--	--------------------------------	---------------------------------

Key Accountabilities

1 Intelligence Capability and Fieldwork (85%)

- 1.1 Accesses relevant information and/or systems to provide tactical support based on comprehensive research and analysis and determines reliability, relevance and credibility of information obtained in the field.
- 1.2 Undertakes field-based deployments which include, but is not limited to, conducting human source debriefs, attending search warrants, coordinating surveillance information, accessing technical capabilities and using analytical tools and software.
- 1.3 Participates in the identification, recruitment and management of human sources to create actionable intelligence for police officers.
- 1.4 As required participates in, and contributes to, the gathering, processing and analysis of information collected through various Agency capabilities and functions including, and not restricted to participating in selected human source and other debriefs to collect information of intelligence value.
- 1.5 As required attends at crime scenes and execution of search warrants during police operations to collect, triage and assess information of intelligence value.
- 1.6 Builds a contemporary knowledge base of current and emerging tactical and field-based intelligence developments, initiatives and capability to support and achieve operational outcomes.
- 1.7 Maintains a commitment to undertake courses deemed appropriate by the State Intelligence and Command Portfolio.
- 1.9 Prepares relevant documentation and reports to convey actionable intelligence in a constructed and concise format.
- 1.10 Builds, creates and maintains intelligence networks with internal and external stakeholders to the WA Police Force to enhance capability, promote information sharing and maximise work linkages.
- 1.11 Contributes to, and maintains, intelligence holdings and ensures data is entered and recorded appropriately to enable and ensure data is searchable and appropriately de-conflicted.
- 1.12 Prepares and/or delivers evidence for court proceedings.

2 Strategic Innovation and Development (10%)

- 2.1 Contributes to, and embraces improvements in analytical tools and techniques to meet Agency requirements.
- 2.2 Identifies new ways of undertaking processes, and opportunities to improve productivity, to deliver best outcome focused intelligence tradecraft across the Agency.

3 Other (5%)

- 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2 Undertakes other duties as directed.

Position Title: Tactical Intelligence Analyst Assistant	Rank, Level or Band Level 3	Position Number: Generic 597
--	--------------------------------	---------------------------------

Specialist Prerequisite(s)

It is a requirement that the position holder:

- Is an Australian Citizen prior to the completion of the selection process
- Is successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 2** security clearance for the duration of their appointment in the position
- Undertakes a psychological assessment to determine their suitability, and as an incumbent, agree to undergo periodical psychological assessments as required
- Has completed or completes the Intelligence Analysis course prior to or within six (6) months of appointment to the position.
- Has completed or completes the Human Source Level two (2) course within twelve (12) months of appointment to the position

Work Related Requirements

Essential

Context in which work related requirements will be applied and or general standard expected.

Research, analysis and problem-solving skills

Providing analytical and intelligence support in a high tempo and dynamic tactical intelligence and field-based environment that contributes to operational outcomes. Researching and analysing information from diverse sources and solving problems with the use of various computer systems and capabilities to form judgement.

Organisation and prioritisation skills

Planning, prioritising and working in a high tempo team to achieve operational outcomes. Managing competing priorities.

Communication skills

Applying verbal and written communication skills to convey actionable intelligence in a concise manner that delivers operational outcomes for the WA Police Force. Conducting human source debriefs.

Relationship building, interpersonal and teamwork skills

Building and sustaining productive and professional working partnerships with key internal and external stakeholders. Liaising with all levels of personnel. Representing the agency in a professional manner. Working within and across multidisciplinary teams.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Workforce Officer Organisational Design & Analysis	Paul Walling	20/09/2021
Assistant Commissioner State Intelligence and Command	Assistant Commissioner Paul Dallimore	17/09/2021