South Australia Police
POSITION INFORMATION DOCUMENT

Stream : Administrative Services
Career Group : Project and Policy
Classification : ASO-4
Service : Northern Operations/ Southern Operations/ Crime Service/
          Operations Support
Branch : Licensing Enforcement Branch
Position Title : Intelligence Analyst

LEVEL CHARACTERISTICS

The position has been classified at the Administrative Services level 4 by virtue of the requirement to;

- provide relevant skills and experience in a specialist area of operation;
- work under limited direction;
- use initiative and judgement where procedures and not clearly defined, and identify specific or desired performance outcomes;
- operate within broad defined guidelines.

POSITION SUMMARY

The Intelligence Analyst will identify and report on existing and evolving patterns and trends relating to crime and criminals, including series and clusters of crime, public disorder, traffic policing and other operational issues which will result in effective management and the efficient deployment of resources through detailed information and data analysis.
POSITION CHARACTERISTICS

The South Australia Police (SAPOL) provides a diverse range of services to the community. These services are aimed at producing a safe and peaceful environment by the minimisation of crime and disorder. SAPOL, because of the nature of its operations, is constantly subject to public scrutiny and accountability. It provides services to a range of different locations (over 100) spread across the State on a 24 hour a day basis.

Intelligence Sections throughout SAPOL will be part of the SAPOL Intelligence Network and will support all personnel in carrying out the core functions of:

- Preserving the peace
- Preventing crime
- Providing assistance in personal emergencies
- Coordinating and managing emergency incidents
- Regulating road use and preventing vehicle collisions
- Upholding the law

This will be achieved by providing strategic and tactical advice to the commander and operational personnel within the area in which the Intelligence Section operates. This advice will contribute to the resolution of policing problems by providing timely, useful relevant intelligence.

State Intelligence Branch / Local Service Area (LSA)/Licensing Enforcement Branch (LEB) Intelligence Sections at the direction of the Officer in Charge, will implement and manage intelligence strategies and policies established by the Tactical Coordination Group and the Intelligence Portfolio.

ORGANISATION

Supervisor Reports to: Officer in Charge, Local Service Area/State Intelligence Branch/Licensing Enforcement Branch

Supervisor's Position: Intelligence Manager - LSA Intelligence Section
Intelligence Manager – State Intelligence Branch or
Intelligence Supervisor - Licensing Enforcement Branch

Subject Position: Intelligence Analyst

STATISTICS RELEVANT TO THE POSITION
Title of Position: Intelligence Analyst
Classification Code: ASO-4
Position Number:
Position Created:
Type of Appointment: Permanent / Temporary / Other
Service: Northern Operations/ Southern Operations/ Crime Service/
         Operations Support
Division/Branch: State Intelligence Branch / Local Service Area/ Licensing
               Enforcement Branch
Section: Intelligence Analysis Section/Intelligence Section

 Job & Person Specification Approval
(for all positions excluding senior positions)

Commissioner of Police or Delegate
P.C.O. Reference Number

JOB SPECIFICATION

1. Summary of the broad purpose of the position, and its responsibilities / duties.

The Intelligence Analyst will identify and report on existing and evolving patterns and trends relating
to crime and criminals, including series and clusters of crime, public disorder, traffic policing and
other operational issues which will result in effective management and the efficient deployment of
resources through detailed information and data analysis.

2. Reporting / working relationships
(to whom the person reports, staff for whom the person is responsible and other significant
connections and working relationships within the organisation)

The Intelligence Analyst is a member of the State Intelligence Branch / Local Service Area
(LSA)/Licensing Enforcement Branch (LEB) Intelligence Section and reports to the Intelligence
Manager/Intelligence Supervisor.

3. Special Conditions
(Such as non-metropolitan location, travel requirements, frequent overtime)

Security Clearance will be required to meet SAPOL standards and the standards of any associated
intelligence or investigation agency.
Initial appointment will be to a specified Local Service Area / State Intelligence Branch/Licensing
Enforcement Branch but may be required to transfer to other areas as required. Some out of hours
work and intrastate travel may be required.
Declaration of secrecy must be signed and any potential conflict as described in Section 56 of the Public Sector Management Act, 1995 must be declared. Some out of hours work may be required and strictest confidentiality must be maintained at all times.

4. **Statement of Key Outcomes and Associated activities**

   (Group into major areas of responsibility and list in descending order of importance. Continue on next page if necessary)

4.1 As a member of the Intelligence Section of a Local Service Area / State Intelligence Branch / Licensing Enforcement Branch the analyst will contribute to the development of intelligence products by:

- Providing a high level of analytical support to the Officer in Charge of the Intelligence Section.
- Undertaking high level analysis and research of all data received and gathered relevant to the operations of the Local Service Area / Licensing Enforcement Branch.
- Preparing associated research papers and reports as required.
- Providing oral and written advice on the probable extent and involvement, the methods of operations, intentions and capabilities of persons and organisations engaged in criminal activities.
- Developing and implementing information collection plans.
- Undertaking Crime Pattern Analysis identifying crime patterns, trends and issues.
- Maintaining intelligence networks with stakeholders throughout the LSA / LEB and SAPOL.
- Maintaining an awareness of developing intelligence issues.
- Maintaining an awareness of contemporary research and analysis techniques.
- Maintaining a high level of confidentiality.
- Contributing to the Strategic Intelligence requirements of SAPOL by the provision of analysed intelligence products.
- Monitoring cross boundary and State trends within the intelligence network to address emerging issues.
- Contributing as a member of an intelligence team to ensure a high standard of work performance and good working relationships is maintained.
- Maintaining and contributing to efficient work practices by promoting awareness of and compliance with Equal Opportunity; Occupational Health and Safety principles and practices; and contributing to a harmonious workplace free of unlawful discrimination, sexual harassment and bullying.

4.2 Ensure that the Local Service Area, the State Intelligence Branch or the Licensing Enforcement Branch meets corporate objectives and goals by managing specific intelligence related projects and coordinating the research, analysis, evaluation and dissemination of intelligence on those intelligence projects.

4.3 Contribute to intelligence led policing within South Australia by assisting in the development of intelligence tools and methodologies that advance the analysis of crime trends and patterns which may also include contributing to the development of policies and procedures for adoption throughout the intelligence network.

Certified correct by OIC/Branch Head : .............................................     /     /
Acknowledged by Current Occupant : .............................................     /     /
Name of Current Occupant : .............................................
PERSON SPECIFICATION

Essential Minimum Requirements
(Those characteristics considered absolutely necessary.)

Educational / Vocational Qualifications
(Include only those listed in Commissioners Standard 2 as an essential qualification for a specified group.)

Personal Abilities/Aptitudes/Skills
(Related to the job description, and expressed in a way which allows objective assessment.)

1. Highly developed research and analytical skills and ability to forecast trends and patterns from collected data.
2. Highly developed oral and written communications skills.
3. Demonstrated ability to produce clear concise and accurate assessments, reports and briefings in a range of forums.
4. Sound interpersonal and communication skills and ability to liaise with a diverse range of people and to work effectively as an individual or as a member of a multi-skilled team.
5. Sound organisational skills and demonstrated ability to manage a constant workload and to adapt to changing operational and strategic requirements.
6. Ability to work with limited supervision and to meet deadlines.
7. Ability to cope with and meet changing work environments within the intelligence field.
8. Ability to use initiative, analyse problems and recommend effective solutions.
9. Ability to provide formal briefings at all levels within an organisation.
10. Ability to work effectively in a team environment and achieve agreed objectives.
11. Demonstrated high degree of integrity and ability to maintain confidentiality.
12. Demonstrated ability to contribute to the maintenance of a harmonious, safe and healthy workplace, free of harassment, unlawful discrimination and bullying and where diversity is valued.

Experience
(Including Community Experience)

1. Demonstrated experience in problem analysis and the recommendation of effective solutions.
2. Demonstrated experience in interpreting data and providing advice and recommendations on appropriate courses of action.
3. Demonstrated experience in the use of computerised information management systems.
4. Demonstrated experience in the planning and project management of projects.

Knowledge

1. Knowledge of personal computers and related software packages particularly in relation to graphical software utilising mapping, graphs and tables to support forecasting models.
Desirable Characteristics
(To distinguish between applicants who have met all essential requirements)

Personal Abilities/Aptitudes/Skills

Experience

1. Experience in an investigative or intelligence environment.
2. Experience in conducting information sessions to small groups of personnel.

Knowledge

1. Knowledge of Intelligence led policing principles
2. Knowledge of personal computers and related software packages particularly in relation to graphical software utilising mapping, graphs and tables to support forecasting models.
3. Knowledge of the principles of equity and diversity.
4. Knowledge of the principles of occupational health and safety.

Educational / Vocational Qualifications
(Considered to be useful in carrying out the responsibilities of the position)

1. Demonstrated previous proficiency as an intelligence analyst within law enforcement or:
2. Tertiary qualifications in an appropriate discipline such as mathematics, statistics, computing, science, psychology or related areas.