

Role Description

Analyst, Intelligence



Cluster	Premier & Cabinet
Department/Agency	Law Enforcement Conduct Commission
Division/Branch/Team	Intelligence
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	224411
PCAT Code	1339192
Date of Approval	May 2019

Agency overview

The Law Enforcement Conduct Commission (LECC) is an independent body exercising royal commission powers to detect, investigate and expose serious misconduct within the NSW Police Force and the NSW Crime Commission. The LECC also independently monitors and reviews the investigation of complaints by the NSW Police Force and the NSW Crime Commission about the conduct of their officers. In doing so the LECC recognises the primary responsibility of those agencies to investigate and prevent officer misconduct and corruption within those agencies, while providing for oversight of those functions.

The LECC works collaboratively with the NSW Police Force and the NSW Crime Commission to educate and promote the prevention and elimination of officer misconduct, particularly through the identification of systemic issues that are likely to be conducive to the occurrence of officer misconduct and corruption. The LECC also undertakes independent, real-time monitoring of critical incident investigations undertaken by the NSW Police Force, and can make reports on the conduct of critical incident investigations by the NSW Police Force.

The LECC plays a key role in strengthening the integrity of law enforcement in NSW.

Primary purpose of the role

The **Integrity Division** specifically provides for the independent detection, investigation and exposure of maladministration and serious misconduct within the NSW Police Force and the NSW Crime Commission.

The Intelligence Analyst actively interprets the law enforcement, corruption and misconduct environment through research, collation and analysis of information and the provision of advice, assessments and reports.

This role forms an integral part of the Intelligence Unit assisting in ensuring the efficient and effective conduct of the LECC's core functions. The Intelligence Analyst may be assigned to Strategic, Operational or Tactical Intelligence teams. Strategic Analysts inform strategic decision making and provide support to all areas of the LECC by identifying, collecting and analysing relevant data to produce intelligence products that enhance the understanding of systemic, emerging and enduring corruption and police misconduct issues and risks. Operational Analysts provide advice in relation to resource allocation and operational priorities. They design and conduct intelligence projects aimed at proactively identifying investigative opportunities. Tactical

Intelligence Analysts work within investigation teams, collecting and analysing information in support of integrity investigations.

Key accountabilities

- Professionally manage the information processes of the Integrity Division and provide efficient and effective advice to Integrity investigations through researching, gathering, collating and analysing information from a range of internal and external sources.
- Collating large volumes of information to aid in the preparation of investigations related documents and applications for warrants for listening devices, telecommunications interception and controlled operations.
- Contribute to the work of multi-disciplinary investigative teams through involvement in planning, coordinating and executing strategies to achieve the objectives of complex and highly sensitive investigative work.
- Analyse trends arising out of the information evaluation process to identify potential serious corruption risks relevant to the core business of the Commission.
- Provide advice in relation to the deployment of resources to achieve operational objectives.
- Collect, collate and analyse information relating to intelligence projects in support of business unit goals.
- Provide intelligence products and briefings on complex and highly sensitive matters derived from the evaluation and analysis of information.
- Formulate logically supported advice and recommendations for action to be taken by the LECC, NSW Police, NSW Crime Commission and/or other agencies.

Key challenges

- Make assessments on complex and significant matters underpinned by multiple pieces of legislation, ensuring that recommendations and decisions are correct, legally defensible and deliver well-balanced and objective outcomes.
- Engaging with and managing communications with various internal and external parties in the face of sometimes conflicting expectations, goals and perspectives.
- Delivering results in a high-pressure environment, often with tight resource constraints and timeframes.

Key relationships

Who	Why
Internal	
Manager Intelligence	• Tactical, operational and strategic direction. • For referral of contentious/highly sensitive issues requiring review.
Team Leader Intelligence / Senior Strategic Intelligence Analyst	• Progress of day-to-day work • Receive advice and report on progress towards business objectives. • Assessing projects, project direction and broad priorities
Intelligence team members	• Collaboration and identification of intelligence opportunities.

Who	Why
Senior Investigator	• Advise and receive instructions. • Planning and scoping work • Identify emerging issues/risks and their implications and propose solutions • Provide and receive information and support
Other Integrity Division members	• Collaborate and share project and other work related information • Provide and receive advice and support
Other LECC Colleagues	• Collaborate and share project and other work related information • Provide and receive advice and support
External – Key Interested parties	
Other Like Agencies (ICAC)	• Investigation and research related purposes • Share and exchange information
NSW Police	• Project and research related purposes • Follow up recommendations made by the LECC • Share and exchange information
NSW Crime Commission	• Project and research related purposes • Follow up recommendations made by the LECC • Share and exchange information
Non-government entities	• Investigation and research related purposes
Other Key Interested parties /public	• Information and evidence gathering purposes

Role dimensions

Decision Making

The role of the Analyst, Intelligence is essentially advisory in nature. The Analyst, Intelligence is required to make timely, sound decisions based on legislation, knowledge, experience and judgement on matters relating to their day-to-day intelligence related work priorities and workload management. They are also responsible for the quality and integrity of advice and report content provided to senior officers and other relevant parties.

The Analyst, Intelligence works closely with the Team Leader Intelligence, Senior Strategic Intelligence Analyst and Senior Investigators to seek expertise and knowledge and where sensitive decisions need to be made. The Analyst, Intelligence refers matters that may substantially alter outcomes, timeframes or costs to the Team Leader Intelligence, the Senior Strategic Intelligence Analyst, or the relevant Senior Investigator.

Reporting line

This role reports directly to the Team Leader Intelligence or Senior Strategic Intelligence Analyst.

Direct reports

- Nil

Budget/Expenditure

- Nil

Essential requirements

- Tertiary qualifications or industry specific training in a relevant field and/or equivalent professional experience
- Demonstrated knowledge and practical understanding of law enforcement policy, practice, procedures and culture
- Demonstrated research, analytical, conceptual and strategic thinking skills
- Experience in presenting research findings and preparing high level reports with relevant security classifications
- Excellent interpersonal skills and proven ability to work in a multi-disciplinary team delivering outcomes to tight deadlines
- A probity assessment to establish reliability, trustworthiness, integrity and suitability of employment. In addition, LECC officers are also required to obtain and retain a commonwealth security clearance. The Analyst, Intelligence requires a security clearance at the Baseline level. The LECC will facilitate the process to obtain this clearance level for the role holder within six months of appointment.
- The role may require availability for attendance outside of normal working hours, on weekends and public holidays from time to time, possible at short notice depending on operational priorities

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	Adept
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Adept
	Procurement and Contract Management	Foundational
	Project Management	Adept

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 Act with Integrity	Adept	- Represent the organisation in an honest, ethical and professional way - Support a culture of integrity and professionalism - Understand and follow legislation, rules, policies, guidelines and codes of conduct - Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct - Recognise and report misconduct, illegal or inappropriate behaviour - Report and manage apparent conflicts of interest
Relationships Work Collaboratively	Intermediate	- Build a supportive and co-operative team environment - Share information and learning across teams - Acknowledge outcomes which were achieved by effective collaboration

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Think and Solve Problems	Adept	- Engage other teams/units to share information and solve issues and problems jointly - Support others in challenging situations
	Intermediate	- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence - Anticipate, identify and address issues and potential problems and select the most efficient solutions from a range of options - Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness - Identify and share business process improvements to enhance effectiveness
Business Enablers Project Management	Adept	- Take responsibility and be accountable for own actions - Understand delegations and act within authority levels - Identify and follow safe work practices, and be vigilant about their application by self and others - Be alert to risks that might impact the completion of an activity and escalate these when identified - Use financial and other resources responsibly - Prepare clear project proposals and define scope and goals in measurable terms - Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements - Prepare accurate estimates of costs and resources required for more complex projects - Communicate the project strategy and its expected benefits to others - Monitor the completion of project milestones against goals and initiate amendments where necessary - Evaluate progress and identify improvements to inform future projects