

INDEPENDENT COMMISSION AGAINST CORRUPTION	
POSITION DESCRIPTION	
Position title	Intelligence Analyst
ICAC Grade	ICAC Officer Grade 4
Division	Investigation Division
Section	Investigation Section
Reporting relationship	Reports to a Chief Investigator Investigation Section
Position description updated	July 2016

1. PURPOSE OF POSITION

- Collect and analyse open and authorised (closed) source information and evidence to produce tactical, operational and strategic intelligence products and advice to support the investigation of allegations of corrupt conduct in the performance of the Commission's functions.

2. NATURE AND SCOPE OF POSITION

- Initiate and develop a range of tactical, operational and strategic written and visual intelligence products that inform and may direct investigation strategies and lines of inquiry.
- Collect, organise, evaluate and interpret information and apply systems knowledge, data interrogation and analytical methodologies to identify trends, patterns, relationships and risks of relevance to operational objectives and provide expert advice to investigation team members as to the interpretation and reliability of telecommunications data.
- Prepare reports, charts and diagrams, as may be required, for evidence purposes in proceedings of the Commission, prosecution action by the Director of Public Prosecutions or other prosecuting authority and disciplinary proceedings.

3. PERFORMANCE ACCOUNTABILITIES

Quality

- Visual and written intelligence products contain relevant and accurate information and data, or where qualified, the qualification is made clear, and they are responsive to their purpose or objectives.
- The presentation of information and data is succinct and key messages, issues, risks and recommendations are clearly communicated and capable of being easily understood by the intended audience.

- Work demonstrates attention to detail and where required, information is accurately and reliably entered or loaded into the Commission's data collection and analysis systems in a timely way.

Operational effectiveness

- Work is undertaken in keeping with agreed priorities and time and resources are optimally applied.
- Specialist knowledge of analytical and technical systems, intelligence and information resources and intelligence methodologies and standards is current.
- The Commission's investigation standards are upheld and operational practices are able to withstand internal and external scrutiny.

People and communication

- Work is undertaken cooperatively with other investigation team members.
- Records of activities and results performed are appropriately maintained so results of analysis and access to intelligence profiles is readily available to others.
- The officer is engaged in the investigation and contributes to the development of investigation plans, strategies and decisions by the provision of high quality product.
- Any conflict with team members is managed and productive internal and external working relationships are maintained.

Growth

- Appropriate personal and professional development needs are identified and, in consultation with the Chief Investigator, they are addressed.

4. REQUIRED QUALIFICATIONS OR RELEVANT EQUIVALENT WORK EXPERIENCE AND SKILLS SET REQUIRED

- A degree or higher level qualification in an intelligence related discipline from a recognised Tertiary Institution is highly desirable.
- The position requires significant experience as an intelligence analyst in an operational law enforcement, investigative or similar environment.
- The position holder must have well-developed planning and organisational abilities, problem solving and analytical skills, be able to write well and communicate effectively with people of diverse background, occupation, and seniority, both internal and external to the Commission.

5. SOURCE DOCUMENTS

- Investigation Division Business Plan
- Operations Manual
- ICAC Policy Framework for Investigations
- ICAC Code of Conduct