



JOB DESCRIPTION FORM

Title	Analyst	Position Number	CCC0472,CCC0473
Directorate	Assessment and Strategy Development	Classification	Level 5
Unit		Status	Up to 5-year appointment
Conditions	Corruption and Crime Commission Industrial Agreement 2013	Effective Date	11 February 2016

Reporting Relationships

This position REPORTS TO: Manager Strategic Research
DIRECT REPORTS TO this position: Nil

Organisational Context

The Corruption and Crime Commission ("the Commission") is a leading Australian anti-corruption agency, established by the *Corruption, Crime and Misconduct Act 2003* ("the CCM Act"). Its primary purpose is to improve continuously the integrity of, and to reduce the incidence of serious misconduct and corruption in, the Western Australian Public Sector and to combat and reduce the incidence of organised crime.

It does this by:

- Understanding the operating environment, identifying areas of greatest risk of corruption and serious misconduct in the public sector and focusing its resources accordingly in the pursuit of high value organisational outcomes.
- Receiving and determining the most effective methods for responding to and dealing with allegations of serious misconduct and corruption.
- Conducting investigations into allegations of police misconduct and positively influencing WA Police in the prevention of police misconduct.
- Undertaking targeted activities to increase the capacity of public authorities to combat serious misconduct and corruption.
- Working co-operatively with the WA Public Sector Commission to deliver an integrated approach to managing misconduct risks across the public sector.

Purpose of this Position

The Analyst produces recommendations and advice based on quality research and analysis to support the strategic research process within the Commission. This will include using applied intelligence products and undertaking research and analysis.

Key Responsibilities

In meeting the requirements of the position, the Analyst delivers the following:

Teamwork

- Works with other team members of the Strategic Research team to facilitate multi-disciplined team approach to conducting strategic research.

Strategic Research and Analysis

- Develops a range of information collection strategies and products to support strategic research and the production of high quality reports.
- Collates and evaluates information to determine accuracy and relevance.
- Analyses and interprets information to provide a sound basis for strategic research, provides advice and recommendations as required to assist with the identification of links and associations, networks and network vulnerabilities and investigates opportunities for the discovery of relevant information.
- Assists in the preparation of material for follow up activity from strategic research reports, ensuring that material prepared is complete, accurate and relevant.
- Provides well-written and succinct reports and oral briefings to support the strategic research processes and standards.
- Analyses trends and provides advice and recommendations on these to the Manager Strategic Research.
- Monitors interstate and international strategic research developments.

Liaison and stakeholder relationships

- Liaises externally as required.

Other Duties

- Develops and maintains relevant professional and technical expertise.
- Other duties as required.

Key Behaviours

As an officer of the Commission, the Analyst is required to model the Commission's Key Behaviours, which are:

1. Mobility and flexibility

We are willing and capable to lead groups (not relying on formal authority) and work collaboratively within teams and across “organisational boundaries” to achieve shared Commission outcomes.

2. Fit for purpose

We ensure a fit for purpose outcome and approach through shared understandings.

3. Leadership

We will be the best we can be and inspire others to achieve the purpose and

outcomes of the Commission.

4. Relationships

To achieve our outcomes, we develop and harness professional, constructive relationships.

5. Teamwork

Teamwork is fundamental to the achievement of Commission outcomes. We exhibit teamwork by:

- recognising our individual and collective responsibilities and working collaboratively, flexibly and safely;
- valuing our colleagues skills and abilities;
- investing in diverse and flexible work groups; and
- trusting each other to participate and contribute to the best of our ability.

Pre-Employment Requirements

To be appointed to the position of Analyst you will need to:

- be an Australian citizen or be immediately eligible for Australian Citizenship.
- undergo stringent security vetting.

Core Capabilities

In order to be successful in this position, the Analyst will need to demonstrate the following capabilities:

Work Expertise

- Knowledge of and experience with strategic research and intelligence gathering practices and techniques.
- Demonstrated experience relating to the use of analytical tools and contemporary intelligence methodologies including risk assessments.
- Demonstrated ability to design, develop and apply strategic research methodologies.
- High-level analytical, conceptual and problem solving abilities.
- Data analysis skills and highly developed computer literacy, with the ability to access and manipulate multiple data sources and systems.
- Project planning skills, including data collection planning.
- Well-developed communication skills, particularly in relation to analysis, briefing and report writing.
- Good written and verbal communication, interpersonal and presentation skills.
- Experience with quantitative and qualitative analytical methodologies.

Service Focus

- Demonstrated experience in working in teams and collaborating with team members.
- Demonstrated capacity to provide quality outputs in a timely manner.
- Explore possibilities and innovative solutions to deliver timely intelligence products that align with corporate

Relationship Management

objectives.

- Ability to work collaboratively and influence the development of strategic intelligence research strategies.
- Building and sustaining internal and external relationships with key partner agencies and organisations.
- Contributing to a culture of knowledge sharing to improve intelligence and investigative capabilities.
- Shares information with own team, seeks input from others, contributes to team discussions and ensures others are kept informed.
- Acts on developmental feedback from the Manager Strategic Research.

Individual Effectiveness

- Making the best use of intelligence to facilitate investigative and strategic research outcomes.
- Critical thinking to assess complex issues and information to make sound operational decisions ensuring outcomes are aligned with strategic and operational priorities.
- Maintains a broad view of systemic issues and demonstrates the ability to use that information to achieve investigative results and strategic outcomes.
- Remains flexible and respond positively to change.
- Applies and develops capabilities to meet performance expectations and demonstrates knowledge of new processes in relation to the Strategic Research function.
- Works to agreed priorities, outcomes and resources and is responsive to change.

Certification

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

Ray Warnes
CHIEF EXECUTIVE

Signature

Date