ACLEI is an agency within the Attorney-General’s Portfolio, established to support the Integrity Commissioner in carrying out his or her responsibilities for detecting, investigating and preventing corrupt conduct in Australian Government agencies with law enforcement functions. The Integrity Commissioner has extensive statutory powers, including the ability to hold coercive hearings. Designated ACLEI staff are able to use a range of law enforcement powers to assist the Integrity Commissioner’s investigations.

Under guidance, Intelligence Officers are accountable for the collection, analysis and reporting on information relating to ACLEI’s corruption investigations. Intelligence Officers may also be required to make assessments, recommendations and decisions about matters that are notified or referred to the Integrity Commissioner.

The key deliverables for these roles include:

- timely provision of intelligence support to ACLEI’s investigations;
- participation in a team dedicated to enhancing the analytical capabilities of ACLEI;
- management of information within ACLEI’s intelligence systems; and
- careful analysis of information and matters.
DUTY STATEMENT

Intelligence Officer

Classification APS Level 6

Date Duty Statement Reviewed 13 April 2017

Position Number Several Positions

Location Sydney and Canberra

Security Clearance Required Negative Vetting Level 2

DUTIES

Under guidance:

1. Contribute to the support of ACLEI investigations through the provision of timely intelligence.

2. Prepare reports that accurately and impartially summarise complex information and recommend an appropriate course of action.

3. Critically analyse evidence and information, determining the need for further enquiries and research where appropriate, and effectively conducting such enquiries and research.

4. Provide professional, timely and transparent advice in relation to corruption issues notified to ACLEI.

5. Contribute relevant and timely information to ACLEI's intelligence case management systems.

6. Provide additional operational support to the Integrity Commissioner as necessary.

Eligibility (Prescribed Qualifications)/Other Requirements:

This is a Designated Security Assessment Position (DSAP). The occupant is required to maintain a security clearance of Negative Vetting Level 2.
## SELECTION CRITERIA

### Intelligence Officer

**Classification**  
APS Level 6

**Position Number**  
Several Positions

<table>
<thead>
<tr>
<th><strong>GENERIC SELECTION CRITERIA</strong> - all essential</th>
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<tbody>
<tr>
<td>1. Analytical skills and sound judgement.</td>
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<td>2. Ability to achieve results.</td>
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<tr>
<td>3. Ability to develop productive working relationships.</td>
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<td>4. Demonstrated personal drive and integrity.</td>
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<td>5. Ability to communicate effectively.</td>
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</table>

**Important:** These generic selection criteria are derived from the ACLEI Generic Capabilities. For further details please refer to the attached information about the ACLEI Generic Capabilities.

<table>
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<tr>
<th><strong>POSITION SPECIFIC SELECTION CRITERIA</strong> - essential or desirable, as indicated</th>
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<td>6. A record of achievement in the field of criminal intelligence, or demonstrated aptitude for criminal intelligence work (Essential).</td>
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</table>
ACLEI GENERIC CAPABILITIES

APS 6

Analytical skills and sound judgement
- demonstrates strong research, interpretation and problem solving skills
- demonstrates the ability to think strategically and make balanced, well informed decisions in relation to own work area
- demonstrates the capacity for originality of thought

Ability to achieve results
- plays an active role in setting work area goals and monitoring progress
- demonstrates organisational skills of a high order including, if appropriate, the ability to effectively manage others in the delivery of work
- responds flexibly to changing requirements
- applies and promotes workplace diversity and occupational health and safety principles in delivering the work of the area

Ability to develop productive working relationships
- works cooperatively with others and models and promotes team player behaviour
- demonstrates strong client service and client relationship management skills
- treats others with respect and courtesy and values different ideas and approaches

Demonstrated personal drive and integrity
- adheres to and promotes the APS Values and Code of Conduct, and the Department's Values
- takes responsibility for outcomes of own work area and learns from mistakes
- displays a high level of initiative and shows strong commitment to continued learning

Ability to communicate effectively
- demonstrates highly developed oral and written communication skills
- listens actively to others and responds appropriately
- puts forward ideas and considers and encourages the views of others
- displays strong representation skills and the ability to persuade and negotiate