



**Australian Government**  
**Australian Commission for  
Law Enforcement Integrity**

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## INFORMATION FOR APPLICANTS

<b>Reference No:</b>	PN1118
<b>Title:</b>	Director, Strategic Intelligence and Data Analysis
<b>Classification:</b>	Executive Level 2
<b>Employment Type:</b>	Ongoing Full-time / Part-time
<b>Location</b>	Canberra / Sydney / Melbourne
<b>Hours per week:</b>	37.5hrs Full-time / Part-time hours as agreed
<b>Salary:</b>	Full-time: \$123,510 - \$139,171p/a Part-time: salary pro-rated based on hours worked Plus \$1,705 Service Allowance p/a
<b>Branch:</b>	Strategic Intelligence and Data
<b>Security Requirements:</b>	Negative Vetting Level 2
<b>Supervisor:</b>	Executive Director Operations
<b>Closing Date:</b>	31/01/21 (11:59pm)
<b>Contact Officer:</b>	Jaala Hinchliffe

### **The Australian Commission for Law Enforcement Integrity**

The Australian Commission for Law Enforcement Integrity (ACLEI) is an independent 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 powers, including the ability to hold coercive hearings, and ACLEI investigative staff are able to use a range of law enforcement powers to assist in the Integrity Commissioner's investigations.

## About the Role

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Reporting to the Executive Director, Operations, the Director, Strategic Intelligence and Data is responsible for establishing and managing the Commission's strategic intelligence and data team.

This team conducts research and analysis to provide advice to the Commission and partner law enforcement agencies on trends and areas of risk in relation to corruption. The team also provides operational intelligence and data support as required, including through the work of the Commission's forensic accountants.

The Director, Strategic Intelligence and Data will be responsible for:

- Leading and managing the strategic intelligence and data team
- Developing strategic intelligence products that inform investigation and corruption prevent strategies and lines of enquiry
- Managing internal and external intelligence holdings and identifying information sources to enhance the Commissioner's strategic intelligence function.
- Developing plans and systems that support, enable and monitor achievement of the team
- Contributing to the effective management of ACLEI through the development of tools to provide business intelligence and to monitor performance across the agency
- Developing and managing relationships with internal and external stakeholders, including representing the Commission at external forums as required

## Key Requirements of Role

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The successful applicant will display the following capabilities:

### Ability to think strategically

- objectively thinks through problems from various angles, assesses risk and identifies solutions
- demonstrates originality of thought and the capacity to develop innovative solutions
- critically evaluates information and demonstrates sound judgement in decision-making

### Ability to achieve results

- contributes actively to strategic planning processes and actively promotes a shared understanding of strategic direction and corporate priorities
- defines, plans and schedules work of the area and responds flexibly to changing requirements
- demonstrates organisational and management skills of a high order including, if appropriate, the ability to effectively manage the performance of others in the delivery of work
- adopts a leadership role in modelling and promoting workplace diversity principles and fostering a safe and healthy working environment in delivering the work of the area

### Ability to develop productive working relationships

- consults with others and fosters a work environment where people work collaboratively
- develops and maintains effective working relationships with clients and fosters a client focussed culture
- treats others with respect and courtesy and values different ideas and approaches
- adopts a leadership role in modelling and promoting team player behaviour and fostering a harmonious work environment

#### **Demonstrated personal drive and integrity**

- adopts a leadership role in applying and promoting the APS Values and Code of Conduct
- takes responsibility for outcomes of own work area and learns from mistakes
- demonstrates high levels of initiative and remains positive and focused on objectives even in difficult circumstances
- shows strong commitment to continued learning and takes responsibility for own development

#### **Ability to communicate effectively**

- demonstrates highly effective oral and written communication skills
- listens actively to others and responds appropriately
- puts forward new ideas and considers and encourages the contributions of others
- negotiates complex matters persuasively
- demonstrates representation and facilitation skills of a high order

#### **Position specific requirements**

- Tertiary qualifications in intelligence or data related fields and/or demonstrated experience in a similar role.

### **Diversity and inclusion**

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ACLEI is a small, friendly and inclusive workplace, promoting the APS Values and collaboration both within the agency and with our business partners.

We encourage applications from the diverse Australian community including Aboriginal and Torres Strait Islander people and people with disability, people of all ages and those from culturally and linguistically diverse backgrounds.

We will accommodate all requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, the inherent requirements of the position.

If you have an individual requirement that needs to be accommodated in order to participate in an interview, please indicate this on your application cover sheet or advise the contact officer.

#### **How to apply**

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Please provide a concise statement of claims no more than two pages outlining your relevant skills and experience. No selection criteria is required to be addressed,

however when framing your response, please ensure you adequately address the key requirements of the role.

Your application must include:

- A completed application cover sheet - (available on the [ACLEI website](#))
- Concise statement of claims no more than 2 pages
- Current CV with a maximum of 3 pages
- Your personal details including the details of at least two recent referees
- Please submit applications by the closing date and time electronically to [recruitment@aclei.gov.au](mailto:recruitment@aclei.gov.au).

## **Eligibility**

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Employment with ACLEI is subject to the following conditions:

- **Citizenship** – applicants must be an Australian Citizen.
- **Security Clearance** – this is a Designated Security Assessment Position (DSAP). The occupant of this position will be required to undergo and maintain a security clearance at the Negative Vetting Level 2.
- **Police check** – successful applicants are required to undergo a mandatory Australian Federal Police Check.
- **Probation** - A probation period will apply to any ongoing employment engagement.

## **Employment Agreement**

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All terms and conditions for employment at ACLEI can be found in our [Enterprise Agreement](#).

## **Privacy**

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Information supplied for this selection process will be used for selection purposes only and can be used for a period of 12 months from advertising. Files will be stored electronically and accessed by the human resource team, hiring managers and selection panel members. For reporting purposes application information will be kept for a period longer than 12 months after the completion of the selection process.