



POSITION DESCRIPTION

Directorate: Justice and Community Safety

Position Number: 11324

Division: Corrective Services

Classification: Senior Officer Grade C (SOGC)

Business Unit: Community Corrections

Location: 2 Constitution Avenue, Canberra
Alexander Maconochie Centre / Ngunnawal
Country

Position Title: Team Leader, Intelligence Unit

Position Requirements: WWVP, NV1 Security
clearance

Last Reviewed: 02/09/2026

DIRECTORATE OVERVIEW

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient and inclusive community.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and support a democratic society;
- Strengthens community safety;
- Protects people's legal and human rights and interests;
- Cares for and supporting people who are at a higher risk of vulnerability;
- Enhances timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Supports formal partnerships and shared decision making with First Nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.

The Directorate advises and supports the following ministerial portfolios:

- Chief Minister
- Attorney-General



- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-Time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women
- Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

DIVISION OVERVIEW

ACT Corrective Services is a part of the Justice and Community Safety Directorate, which delivers and contributes to upholding the rule of law, the Westminster style of democratic government and the principles of fairness, equity and tolerance in the relationship between the government and our community.

Our Values: **Respect | Integrity | Collaboration | Innovation | Dignity**

Our Vision: To be recognised as a leader in the provision of effective Corrective Services which positively change lives, reduce re-offending and prevent future victims.

Our Mission: To contribute to a safer community through:

- The safe, secure, decent and humane management of offenders both in custody and the community; and
- The provision of sustainable opportunities for offenders to lead law abiding and productive lives in the community through rehabilitation and reintegration.

BUSINESS UNIT OVERVIEW

Community Corrections plays a vital role in the monitoring, management and supervision of persons subject to a community-based Court or Parole Order and those who avail themselves of post-release transition support by seeking to reduce criminogenic risk and contribute to enhancing community safety. Services are delivered through the following work areas:

- **Community Corrections** - plays a vital role in the management and supervision of persons subject to a community-based Court or Parole Order by seeking to reduce criminogenic risk and providing support to address other causal factors related to their offending behaviour.



- **Justice Housing Program and Reintegration** – plays a vital role in the successful reintegration of offenders into the community, by delivering strong reintegrative services through housing and throughcare.
- **Intelligence Unit** - is responsible for the strategic, operational and tactical intelligence across the whole of ACTCS, as well as the identification of systemic themes and risks within ACTCS and early indicators of criminal activity.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

POSITION OVERVIEW

The Intelligence Unit is a small, discrete unit which reports directly to the Assistant Commissioner, Community Corrections. It is responsible for:

- Strategic, operational and tactical intelligence across the whole of ACTCS.
- The identification of systemic themes and risks within ACTCS as well as the identification of early indicators of criminal activity.

The Team Leader, Intelligence Unit sits within the ACTCS Intelligence Unit and supports an intelligence-led, risk-based intelligence capability for ACTCS. The appointee will be responsible for proactively collecting, collating and analysing information to produce intelligence that informs and influences decision-making.

The Intelligence Unit Team Leader conducts high-level analysis and applies sound research methodology to identify patterns, trends and emerging issues in order to identify threat and mitigate risk within ACTCS. They provide advice, expertise and direction for team members.

WHAT YOU WILL DO

Under the limited direction of the Intelligence Unit Director the Team Leader, Intelligence Unit will:

1. Proactively collect, collate and analyse information to produce objective intelligence for a broad range of consumers across all ACTCS and external stakeholders.
2. Apply analytical tools and techniques to conduct high-level analysis of complex data obtained from various sources to produce tactical, operational and strategic intelligence.
3. Apply sound research methodologies into contemporary issues and trends to inform operational outcomes, policy development and organisational strategy.



4. Interpret data to identify emerging issues which inform risk-based decision-making at all levels across ACTCS and external stakeholders.
5. Prepare complex written intelligence reports and deliver oral briefings to a range of stakeholders in line with organisational standards and requirements.
6. Foster, model and contribute to an information sharing culture across ACTCS as well as preparing and delivering intelligence specific training to employees across ACTCS.
7. Record information and intelligence appropriately and ensure appropriate levels of security and confidentiality are adhered to, including storage and dissemination.
8. Work collaboratively, share expertise and influence team direction and outcomes.
9. Represent the ACTCS Intelligence Unit in internal and external meetings and forums as required.
10. Undertake other duties appropriate to this level of classification which contribute to achieving the goals of the organisation.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Ability to undertake complex research and high-level analysis to produce tactical and operational intelligence.
2. Ability to use and manage information systems and databases, undertake research and manage information effectively and appropriately.
3. Ability to manage an intelligence team, including managing workloads and information flows, reviewing intelligence products as well as developing and managing staff.

Behavioural Capabilities

1. Demonstrated ability to communicate effectively and maintain positive working relationships with a wide range of internal and external stakeholders.
2. Demonstrated leadership skills which promote a commitment to integrity and professionalism in all work contributing to a positive team culture.
3. Demonstrated ability to work autonomously, and also as part of a cooperative, high performing team to achieve required outcomes.



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Compliance Requirements/Qualifications

1. Experience working in an intelligence environment will be highly regarded.
 2. The position holder must be able to obtain and maintain a Negative Vetting Level 1 security clearance upon appointment to the position as a condition of employment. If the candidate does not already hold this level clearance, ACTCS will sponsor their clearance.
 3. The successful candidate will be required to undergo a criminal record check.
 4. The successful candidate will be required to gain a Working with Vulnerable People Card.
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WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of **Team Leader, Intelligence Unit (P11324)** and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally



Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Never
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Occasionally

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never