

Independent Police Conduct Authority (IPCA)
Position Description

Position title:	<u>Intelligence and Insights Analyst</u>
IPCA Group:	Parliament Protest Review Project
Location:	Wellington
Date of issue:	May 2022
Reports to:	Operations Manager
IPCA HR Ref:	

Position purpose

The Intelligence and Insights Analyst will look at the Police management of intelligence as it related to the protest, including consideration of the intelligence available to Police, the sufficiency of that intelligence, and how it was assessed and informed decision making prior to and throughout the course of the Protest.

The Parliament Protest Project delivers its outcomes through different workstreams. Throughout the course of the project, the Intelligence and Insights Analyst may also support other analysis work required across the project workstreams, providing analysis and reporting from a multitude of data sources in the review of both individual complaints and the broader thematic review.

About the IPCA

The IPCA is an Independent Crown Entity established by the IPCA Act to investigate and resolve complaints against the Police. The IPCA receives and investigates complaints alleging misconduct or neglect of duty by Police employees, or concerning any practice, policy or procedure of the Police. The IPCA also investigates incidents where a Police employee causes, or appears to have caused, death or serious bodily harm. The IPCA also has responsibility for monitoring and reporting on Police custodial facilities as a National Preventive Mechanism under the Optional Protocol to the Convention Against Torture (OPCAT).

The IPCA is governed by a Board, which is chaired by a Judge. The Chair is also the operational head of the IPCA.

The IPCA core values are independence, trustworthiness, accountability, vigilance and integrity.

The Parliament Protest Review Project team

Following the protest on and around Parliament grounds in Wellington during February and March 2022, IPCA as the oversight body have established a project team to undertake an independent investigation and review of police actions.

Full details of the investigations are included in the 'scope of the review' document. In summary the scope of work for the project team includes providing the public, Police, and other key stakeholders with an independent assessment of the information Police had, the decisions Police took, the tactics used, and whether the approach taken to policing the Protest as it evolved was lawful, proportionate, and appropriate

Important Relationships

Internal:

- Project Director
- Project Manager
- Operations Manager
- Project team members
- Other IPCA colleagues

External:

- Police Intelligence Analysts
- Police Parliament Protest Project liaison representative
- Other organisations

Key Accountabilities

Key accountabilities for an Intelligence Analyst include:

Accountability	Deliverables / Outcomes
Analysis	<ul style="list-style-type: none">• Provide high level and detailed analysis of the use, and management of intelligence information used by Police in decision making• Identify missing information and follow required procedures to obtain• Carry out other analysis and research activities as required
Planning	<ul style="list-style-type: none">• Input into the overall project planning for the timelines around the completion of analytical work and reporting• Ensure work meets required deadlines
Relationship management	<ul style="list-style-type: none">• Maintain collective and cohesive relationships across the Project team and with other staff in the Authority• Develop and maintain professional relationships with external parties as required for the role
Teamwork	<ul style="list-style-type: none">• Contribute to a positive team environment• Lead by example and model positive behaviours and IPCA values

Accountability	Deliverables / Outcomes
	<ul style="list-style-type: none"> • Work collaboratively and collegially with all staff • Provide support to colleagues
Business processes and practices	<ul style="list-style-type: none"> • Adhere to the IPCA document structure and maintain accurate database records • Use IPCA resources efficiently and effectively • Maintain the confidentiality of all information acquired in the exercise of the IPCA's functions • Adhere to IPCA policy and practices on the collection and storage of data

Person Specification

Education, Skills, Knowledge, Experience

Required:

- Experience as an Intelligence Analyst with sound knowledge of intelligence practices
- Experienced in the use of a range of tools to critically examine information and derive insights
- Experienced at translating complex analytical methodologies, insights and outputs to a range of audiences
- Ability to absorb and understand new information
- Strong inferencing skills
- Ability to work your way through ambiguous information
- Proven ability to plan and deliver to agreed timeframes

Desirable:

- Understanding of the role and functions of Police or other law enforcement agencies
- A qualification in Intelligence Analysis, or an alternative degree in a relevant area