



JOB AND PERSON SPECIFICATION

Title of Position: Intelligence Officer	CORRECTIONAL SERVICES
Classification: ASO4	Position No: Various
Location: Various	Division: Office for Correctional Services Review
Reports To: Manager, Operational Intelligence	

JOB AND PERSON SPECIFICATION APPROVAL

Chief Executive or Delegate

12/ 3 / 2026

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Intelligence Officer, within the Corrections Intelligence Unit, is responsible for collecting and evaluating information from various sources and producing intelligence advice relevant to the Department's priorities and intelligence requirements. The Intelligence Officer undertakes both business-as-usual intelligence activities and special projects that impact the Department's operations, under broad direction.

KEY STAKEHOLDER INTERACTION

The Intelligence Officer:

- receives guidance and direction from the Senior Intelligence Officer under delegation from the Manager, Operational Intelligence on business-as-usual operations and special projects.
- liaises with prison, community corrections and other departmental staff in the course of their day-to-day duties.

BRANCH PROFILE

Providing assurance and analytical services to the Executive and key stakeholders, the OCSR supports the agency to drive professional standards and the highest levels of safety and security through prevention, detection, evaluation, education, and collaboration.

SPECIAL CONDITIONS

- Section 47 of the Public Sector Act 2009 applies in conjunction with other provisions of the act and other applicable industrial entitlements.
- The incumbent is required to satisfactorily complete a National Criminal History Check.
- The incumbent is required to maintain a national security clearance at the Negative Vetting 1 level, as administered by the Australian Government Security Vetting Agency.
- A current South Australian Driver's Licence is essential.
- A flexible approach to working hours is required.
- Some interstate and intrastate travel will be required which may necessitate overnight absences.
- The incumbent will be required to work at multiple sites but will primarily be based at the DCS Central Office.
- The incumbent is an authorised officer for opening and examining prisoner mail for the purposes of section 33 of the Correctional Services Act 1982.
- The position of Intelligence Officer is a designated position pursuant to Policy 65 – Designated Positions.

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HIGHLIGHTED EMPLOYMENT CONDITIONS

A requirement to understand, observe, conform, and adhere to:

- Legislative requirements that apply to the role. This includes, but is not limited to, the Public Sector Act; Correctional Services Act, Work Health & Safety Act, Return to Work Act, Equal Opportunity Act, Independent Commissioner Against Corruption Act, the State Records Act, and various relevant industrial awards and enterprise agreements. The Public Sector Principles and Practices including the SA Public Sector Code of Ethics, the Professional Conduct Standards, the Commissioner's Determinations and Guidelines, Information Privacy Principles, Information Sharing Guidelines, DCS Human Resource policies and guidelines and DCS Core Values.
- DCS employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- Work health and safety and injury management requirements as set out in relevant legislation, Public Sector and DCS policies and procedures, including complying with any reasonable instruction associated with these documents.

KEY AREAS OF ACCOUNTABILITY

Proactively contributing to the development and dissemination of intelligence products and services within the state-wide correctional system by:

- collecting and evaluating information relevant to the department's intelligence function and priorities from a range of sources, including monitoring prisoner communications, interviewing prisoners and offenders, consultation with correctional officers and managers, and accessing departmental records.
- using information management tools, applying analytical techniques to identify relevant patterns or trends, and drawing reasonable and logical inferences and judgments from evaluated information.
- producing timely and accurate written and oral intelligence advice to relevant stakeholders.

Participating in projects and activities which have impact on agency operations, including:

- increasing knowledge and skills relevant to the Department's intelligence capability through participating in formal and informal training sessions or activities, as required.
- supporting operational committees relevant to the Department's intelligence function, with periodic or ad-hoc attendance as required.
- maintaining productive professional relationships with internal and external stakeholders, including partners in law enforcement and the national intelligence community.

Contribute to a safe, secure, and humane correctional system by:

- complying with departmental Standard Operating Procedures, Local Operating Procedures, and any other policy or guidance provided.
- maintaining knowledge of agency programs, polices and activities, agency structures and service functions including as relevant to rehabilitation and reintegration of prisoners and offenders to the community, and reducing reoffending.
- promoting awareness of and complying with the Equal Opportunity and Work Health and Safety Acts, principles, and processes.
- responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others.
- responsible for early notification and reporting of workplace hazards, incidents, and injuries.

QUALIFICATIONS

Essential: Nil

Desirable: Completion of undergraduate tertiary studies in political science, criminal justice, international relations, or intelligence studies.

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PERSONAL CRITERIA

Essential Criteria

- Demonstrated ability to gather information from different sources, assess its reliability and relevance, and use basic analytical techniques to identify patterns or trends, and draw reasonable conclusions.
- Demonstrated ability to produce oral and written advice to a high standard, in accordance with team priorities and relevant deadlines.
- Demonstrated ability to work cooperatively with others, contribute to team projects, and build positive working relationships with staff at all levels.
- Demonstrated ability to use various information technology systems to support individual and team tasks or projects.
- Demonstrated ability to act with fairness, discretion, and professionalism, including adhering to information confidentiality requirements.

Desirable Criteria

- Experience in a criminal justice environment.
- General knowledge of personnel management principles under the Public Sector Act, Work Health & Safety Act, and the Equal Opportunity Act.
- General knowledge of DCS organisational structure and the South Australian Justice system.