



Position Title: Intelligence Analyst Department: Greyhound Racing Integrity Unit (GRIU)

New Position

Date: 02/05/2019

Reports To (Position): GRIU Intelligence Manager

Position that report to this position: nil

Name of Present incumbent (if applicable)

PRIMARY PURPOSE OF ROLE:

The Intelligence Analyst will work under the supervision of the Greyhound Racing Integrity Unit (GRIU) Intelligence Manager in support of an investigative function that ensures GRV registered participants are accountable for compliance with the rules of racing, the Code of Practice for the Keeping of Racing Greyhounds and any relevant legislation.

The responsibilities of this position will encompass (although not be strictly limited to):

- Collect, collate, evaluate, analyse and disseminate intelligence to internal and external stakeholders
- Assess complaints and referrals including identifying potential breaches of the rules of racing and making recommendations on a course of action
- Using the Case Management System to record referrals or complaints and value add to these reports
- Liaise with complainants', participants and other agencies as required
- Work collaboratively with key personnel within the GRIU, including GRIU Stewards, Welfare Inspectors, Veterinary Services and Prosecutors
- Use multiple systems and sources to gather information
- Prepare a range of intelligence documents for a variety of audiences
- Provide insights in trends, gaps or emerging issues
- Identify and recommend strategic activities that could mitigate risks
- Assist in the planning and co-ordination of risk based, intel led pro-active operations throughout the state
- Manage competing priorities and multi-task on various activities

The Intelligence Analyst may be required to perform these duties throughout the state of Victoria and be available for after hours work, work on weekends, work on public holidays and overnight stays.

SCOPE:

Greyhound Racing Victoria (GRV) is the statutory authority responsible for regulating, conducting and promoting greyhound racing in Victoria, a sport that annually generates around \$400 million in economic activity and over \$2 billion in wagering and directly involves over 15,000 people.

GRV is committed to attracting, selecting and retaining the best calibre of people to achieve the highest level of performance and behavioural standards required for each position. This will help GRV to professionally regulate, conduct and promote greyhound racing and welfare in Victoria with integrity and care, and to ensure an engaging, ethical and sustainable sport.

Our vision is "Victorian Greyhound Racing is a vibrant, entertaining and thriving sport with animal welfare at its heart

The welfare of greyhounds and the integrity of the sport are both significant components of the strategic objectives of GRV. The Intelligence Analyst plays an active role in both these areas.

The Intelligence Analyst will play a pivotal role in achieving a number of objectives emanating from its 5 year strategic plan.

FREEDOM TO ACT/DECISION MAKING:

Under the direction of the GRIU Integrity Operations Manager the Intelligence Analyst will work within the GRIU Investigations Unit and report to the GRIU Intelligence Manager.

KEY RESULT AREA	ACCOUNTABILITY/ACTIVITY	KEY PERFORMANCE INDICATOR
Area of focus	What activities are you responsible for?	How will you know this has been achieved?
<ul style="list-style-type: none"> Collection and collation of information 	<ul style="list-style-type: none"> Receive and record information collected via phone, in person or electronically from complainants, GRV staff or other agencies on the Case Management System Engage with complainants, members of the public, GRV staff and other agencies regarding potential breaches of the rules of racing or other risks that impact the integrity of the sport or welfare of greyhounds Interrogate databases, systems and open sources to collect quantitative and qualitative information Facilitate co-operation and information from well-developed relationships both internally and externally 	<ul style="list-style-type: none"> Collaboration with experts and stakeholders as appropriate Creating information reports on the case management system that documents complaints, referrals or other forms of reports received Sound recording keeping practises
<ul style="list-style-type: none"> Analysis and evaluation of information 	<ul style="list-style-type: none"> Evaluate information reports to provide an opinion on the reliability and accuracy of information that has been provided All reports analysed to: Identify and recommend potential breaches of the rules, if any Describe the risk that exists Record any other meaningful information with regards to the subject of the report Assess whether the information is actionable and requires investigation or if the report only has value as intelligence Identify and assess emerging trends, gaps or areas of vulnerability regarding welfare or integrity compliance that requires attention 	<ul style="list-style-type: none"> Information reports that contain meaningful analysis supported by sound judgement. The production of intelligence products that inform intelligence and risk Manages risk by gathering, analysing and reporting findings Provides solutions and thinks strategically The ability to draw reasonable conclusions Systematically analyses information to identify relationships between different variables Shows initiative to engage in tasks that support the intelligence and investigations function

<ul style="list-style-type: none"> Dissemination and reporting 	<ul style="list-style-type: none"> The development and dissemination of Intelligence products to inform different audiences within the GRIU Conduct environmental scanning to identify and maintain an awareness of industry issues that are current or emerging and share these findings Thinking strategically by influencing the work area with intelligence led activities and priorities Provide briefings as required to various audiences Prepare information to refer to other agencies or greyhound jurisdictions 	<ul style="list-style-type: none"> The timely assessment and dissemination of information both in writing and verbally that influences risk mitigation strategies Provides structured and quality reports that are catered to different audiences Clear and concise written or verbal briefings
<ul style="list-style-type: none"> OHS 	<ul style="list-style-type: none"> Maintain a safe working environment in your area of responsibility Ensure that OH&S principles and guidelines are adhered to. Report any breach in OH&S. Document any hazard and make suggestions / recommendations for improvements. Report accidents and injuries and near misses as per GRV Policy and Guidelines. Provide and maintain so far as is practicable a working environment that is safe and without risk to health. Take care of your own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and GRV policies and promote a working environment that is congruent with these guidelines. 	<ul style="list-style-type: none"> Role model safe work practices ensuring adherence to OHS policy and procedures Report incident/accident/hazard in the workplace in a timely manner Actively Support and Promote OHS
<ul style="list-style-type: none"> Duties 	<ul style="list-style-type: none"> Other duties as reasonably requested from time to time 	

KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
GRV participants	GRIU General Manager
Personnel from other agencies – RSPCA, Vic Pol etc	Integrity Operations Manager

Office of Racing Integrity Commissioner (ORIC) Staff	Investigations Manager
Other greyhound jurisdictions	Intelligence Manager
	Chief Steward
	Senior Stewards and all other Stewards
	Welfare Inspectorate Manager and Welfare Inspectors
	GRV Integrity Council

PERSON SPECIFICATION	
EDUCATION/QUALIFICATION	
ESSENTIAL	DESIRABLE
Regulatory experience	Either tertiary or organisational training on tactical or strategic intelligence analysis
Advanced skills with office programmes such as word, excel, power point etc	
Demonstrated more than one year of intelligence experience	
SKILLS/KNOWLEDGE necessary to meet position objectives	
ESSENTIAL	DESIRABLE
Experienced in complaint handling	Contemporary knowledge of animal welfare matters
Highly developed communication skills	Knowledge of the racing industry, particularly greyhound racing
Highly developed report writing skills	Knowledge of the applicable rules, policies and procedures related to greyhound racing
An understanding of how to apply intelligence principles	Experience of working in an Investigative environment
Experienced in analytical processes	

Proven initiative and ability to effectively prioritise work, work with minimal guidance and meet tight deadlines	
ATTRIBUTES required to ensure satisfactory performance and cultural fit	
ESSENTIAL	DESIRABLE
Integrity	Flexibility
Transparent	Capacity to travel throughout State at varied hours
Collaborative	Well-developed conflict resolution skills
Safety	Time management and organisation
Responsive	Sound judgement/decision making
Progressive	

EMPLOYMENT CONDITIONS
<ul style="list-style-type: none"> ▪ Terms and Conditions of employment are per the current GRV 'Employee Enterprise Agreement' ▪ The GRV environment is a unique and challenging operational environment. It operates weekdays, weekends, day and night hours. GRV employees are bound by a number of regulatory Government requirements. In addition, all staff are required to abide by GRV policies including restricted gambling, greyhound ownership and the code of conduct for Victorian Public Sector Employees. ▪ All employment at GRV is subject to a satisfactory police check prior to commencement ▪ All employees at GRV are required to have the right to work in Australia. ▪ All employees are required to comply with WHS statutory obligations ▪ GRV is an EEO employer.

NAME: _____ DATE: ___ / ___ / ___

SIGNATURE: _____