



National Resource Sharing Centre

Interstate Deployments

Level 2/3 Intelligence Officer

Functional Area

IMT

Core Capability Area

Intelligence

Role Summary

The Intelligence Officer coordinates the collection, analysis and dissemination of intelligence to support informed decision making at an incident. This may take the form of a Level 2 or Level 3 incident.

Intelligence Officers are required to collect, interpret, analyse and generate numerical, text and map based information, use and apply mathematical models and communicate complex information using a variety of formats. An individual performing this role has the title of Intelligence Officer and is delegated responsibility by the Incident Controller or Planning Officer. They will support the Incident Controller and the Incident Management Team (IMT).

The intelligence function is generally carried out by an Intelligence Unit within the Planning Section. If the Incident Controller determines the need to expand the intelligence unit into a functional section, then it will become an intelligence section reporting directly to the Incident Controller. Authorisation to perform this role is subject to organisational policies and procedures.

While the role is broad enough to encompass a multi-hazard approach, there are specific 'experts' that should be consulted depending on the incident, e.g. Fire Behaviour Analysts for a fire incident, and Flood Analysts for a flood incident.

Key duties

- collection of information on the current and forecast incident situation
- analysing and processing that information into timely, accurate and useful intelligence
- organising and displaying that intelligence in the form of a Common Operating Picture
- disseminating intelligence products, particularly to the Planning Section
- share intelligence products with others beyond the Incident Management Team, including emergency managers at the
- regional and state levels and leaders of agencies involved with relief and recovery
- focussing activities so that critical intelligence needs are met and a Common Operating Picture is shared to support
- decision making, planning and monitoring of the response.

Reporting Arrangements

Reports to:

An individual performing this role of the title of Intelligence Officer is delegated responsibility by the Incident Controller or Planning Officer. The intelligence function is generally carried out by an Intelligence Unit within the Planning Section. If the Incident Controller determines the need to expand the intelligence unit into a functional section, then it will become an intelligence section reporting directly to the Incident Controller.

Direct reports:

The Intelligence Officer supervises:

- Situation and Analysis function/Unit Leader
- Modelling and Prediction function/Unit Leader
- Technical Advice function/Unit Leader
- Mapping function/Unit Leader

Role Considerations

Relevant Competencies

To be eligible to perform the role of Intelligence Officer, the candidate must hold statements of attainment in:

- PUAOPE004 - Manage the intelligence function at an incident (Release 1) (40hrs)

AFAC EMPS Credentials

The following AFAC EMPS credentials are relevant to this role:

- No distinction is drawn between registration of Intelligence Officers for level 2 and level 3 incidents. This is because in order to be eligible for registration, an applicant must demonstrate their ability to manage a developed Intelligence Section at an incident. Familiarity with managing elements of intelligence at a less complex incident is not sufficient to meet the requirements for registration. The practical difference between managing a developed Intelligence section at a level 2 as opposed to a level 3 incident will be limited and there is no 'level 3' unit of competency in the Public Safety Training Package. Level 2 Intelligence Officers will be expected to demonstrate specific practical experience in managing complex intelligence requirements at significant incidents.

Fitness or Other Standards

The following fitness or other standards are applied by AFAC member agencies to persons undertaking this role:

- Authorisation to perform this role is subject to individual agency endorsement arrangements and timeframes.
- AFAC EMPS Registered practitioners are required to complete a minimum of **10 hours** of Continuous Professional Development (CPD) per Australian financial year 1 July – 30 June.

Practitioners can attain the required hours from agency mandated training or refresher requirements, performance in the designated role, or participation in relevant theory-based professional development activities.

- Please note, as part of these CPD requirements, each practitioner must have accumulated at least five hours performing the role actual or in a realistic (not desktop exercise) during those 12 months.
- In adhering to CPD requirements, personnel maintain their eligibility to be a member of EMPS and demonstrate that skills remain current. See link for further information: [AFAC EMPS CPD requirements](#).

References

- EMPS
- PUA
- AIIMS2017 Aide Memoire