

New

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Security Intelligence Analyst

Requested Class

Program Services 3

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

CSD, Correctional Programs and Services



Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Security Intelligence

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Security Intelligence Analyst Unit (SIAU), Security Intelligence Analysts (SIA) gather and analyze information to prepare timely reports and briefings founded on multiple sources in order to identify and track organized and serious crime activity/trends. Through their demonstrated expertise, SIAs reduce uncertainty and provide an information advantage for Correctional Services Division (CSD), partnering operations, and planning and policy decision makers.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

The three Security Intelligence Analysts will have shared responsibilities and will work collaboratively, demonstrating skills in the following areas:

1. Analyzing and interpreting data from a wide range of sources to produce intelligence products for distribution within CSD and beyond.
 - Utilizing advanced research and statistical techniques to collect, collate, and analyze data through quantitative and qualitative methods. This includes gathering intelligence from multiple sources such as data banks, professional contacts and academic research.
 - Developing appropriate research designs and methodologies to ensure proper validity and reliability of

research projects. This includes selecting open and classified information, validating and synthesizing the information for use in reports/products.

- Producing technically accurate assessment products, targeted to a specific audience, on a specified and ad hoc basis (security threat group (STG) profiles, STG member charts, STG information reports etc.). Ensuring completed intelligence products are provided for distribution after review and approval by the Manager, SIAU.
- Utilizing a variety of applications, including but not limited to the Offender Records and Correctional Administration (ORCA) database, statistical analysis software and the Telenet communication system.
- Oversee data management and organization, ensuring seamless communication with internal and external stakeholders to maintain timely data flow, and implementing robust data collection, storage, and maintenance procedures in compliance with established protocols.

2. Influencing operational matters by providing analysis and recommendations to support enhanced information and decisions within the CSD.

- Monitoring organized/serious crime related activities and reporting findings in a timely manner.
- Supporting CSD operations and investigations, including the review and analysis of preventative security information and serving as subject matter experts on a wide range of security related issues.
- Responding effectively and accurately to inquiries related to tactical, operational and/or strategic intelligence.
- Delivering accurate, timely and relevant insights/recommendations to CSD staff to assist with decision making. This will often include alternate courses of action along with the rationale and implications of each.
- Providing court testimony as required.

3. Establishing and maintaining relationships within CSD and externally to exchange intelligence and develop strategies to promote safety within the centres and the community.

- Functioning within an integrated team environment with other analysts, CSD staff, Security Intelligence Officers (SIOs), police agencies and other criminal justice system partners, requiring a high degree of interpersonal skills.
- Responding effectively and accurately to external inquiries for information (i.e. law enforcement disclosure requests and production orders).
- Maintaining accurate intelligence partner contact records.
- Representing the CSD in large, province-wide stakeholder meetings/conferences by presenting analysis to enhance knowledge and ensure a common understanding of results for decision making.
- Serving intelligence committees as an attending member or via presentations.
- Providing intelligence training as required (i.e. CSD Recruit Training).

4. Contributing to the advancement of security intelligence analysis policies and practices within CSD.

- Developing production topics and priorities by collaborating within the SIAU, SIO cadre and/or partners.
- Working collaboratively to achieve the outcomes identified in the SIAU work plan.
- Initiating and completing research, and identifying intelligence collection gaps to recommend solutions within the scope of security intelligence.
- Diagnosing and proposing solutions to problems encountered in the work of the SIAU and CSD security intelligence more broadly, with the goal of aiding in the planning and/or changing policies.
- Improving and enhancing relevant data access/analysis by recommending the integration of new

information tools where appropriate.

- Mentoring new analysts and providing support via training, peer review processes or informal problem-solving.

5. Contributing to strategic approaches to continuously enhance security intelligence analysis and its use in CSD and with external partners.

- Examining long-term trends and providing expertise in the development of organizational strategies to serious/organized crime. This includes staying up to date on existing and emerging trends such as those related to security threat groups, weapons and drug trafficking.
- Leading SIAU projects, presenting project updates and outcomes to management and senior CSD officials.
- Contributing to organized/serious crime related projects that are provincial in scope. This includes ten facilities across Alberta with over 4000 inmates and approximately 15000 clients in the community.
- Contributing to evaluation frameworks and advancing initiatives to evaluate project effectiveness and organizational impact.

Further, each SIA will specialize in one of the three areas outlined below:

1. Gang Intelligence Analysis.

- This analyst will specialize in monitoring and analyzing gang related activities within Alberta Correctional Centers and for those being supervised in the community.
- Key responsibilities will include identifying gang affiliations, operations, symbols, and language; tracking and monitoring gang activities including recruitment efforts and inter-gang conflicts; conducting threat assessments; and identifying prevention measures for gang related safety threats for correctional clients in both custody and community.
- Maintain and update databases related to gang members, symbols, activities, and trends.
- Stay updated on national and provincial gang trends to enhance intelligence-gathering techniques and security measures.
- Prepare detailed reports and briefings on gang activity/trends within correctional facilities and in the community to inform decision making in the division.
- Assist in developing and implementing policies and strategies to mitigate gang influence and violence in correctional settings.
- Serve as the gang expert for the unit and be relied upon by corrections staff and partners for this expertise.

2. Contraband Intelligence Analysis.

- This role will specialize in monitoring, detecting, and preventing contraband (e.g., drugs, weapons) smuggling into and within the correctional centers as well as threats to the security of community corrections offices.
- Key responsibilities will include identifying methods and routes for smuggling contraband, tracking the flow of illegal goods, and developing provincial prevention strategies, including the use of tools and technology, surveillance systems, and collaboration with external agencies to detect and prevent smuggling activities.
- The analyst will study and analyze contraband smuggling methods within Alberta and other jurisdictions to identify vulnerabilities and emerging trends within centers.
- The analyst will produce detailed reports and briefings on contraband within correctional facilities and security threats in community correction to inform the division's response to threats, as well as mitigation and prevention strategies.

- Assist in developing policies and protocols to prevent contraband introduction, mitigate threats and improve security.
- Maintain and update databases tracking contraband trends, security incidents, and risk assessments.
- Stay informed on emerging threats, contraband smuggling techniques, innovations, and security risks in correctional environments.

3. Security Trends, Incidents and Intelligence Analysis.

- This analyst will specialize in monitoring and analyzing a wide range of trends, incidents, and key events impacting the security of correctional centers within Alberta, as well as safety risks posed by those subject to community supervision.
- Key responsibilities will include identifying non-gang related affiliations (e.g. radical or extremist groups, racially charged groups) and high-profile cases, tracking and analyzing security incidents (e.g. criminal behaviour, inmate violence and disturbances), security breaches, legislative changes, demographics, and emerging threats (such as technological advancements).
- The analyst will conduct comprehensive environmental scans to identify and assess emerging and existing safety threats within correctional facilities and the broader community. They will provide forecasts on potential issues and integrate information and best practice from justice partners and other jurisdictions into local security strategies.
- Monitor open-source intelligence (OSINT), inmate communications, and digital platforms for potential security threats.
- Develop predictive models to anticipate security incidents such as riots, assaults, and escapes.
- Prepare detailed reports, threat assessments, and security briefings for correctional security personnel and management.
- Assist in developing policies and strategies to mitigate emerging threats and improve institutional security and community safety.

Problem Solving

Typical problems solved:

- Identifying, raising and clarifying problems or issues as they pertain to organized and serious crime activity and trends in provincial correctional centres and communities.
- Identifying intelligence collection gaps and data integrity issues within CSD or the SIAU's responsibilities and recommending or developing possible solutions.
- Collaborating with intelligence partners to problem solve issues raised.

Types of guidance available for problem solving:

- The SIAU will operate as a team when problem solving. Issues will be raised through the Unit Manager who will work with the team towards a resolution.
- Support and guidance are available through the Director and Executive Director of the branch.
- Other correctional staff (e.g. SIOs, Security Managers, Directors etc.) and the division's intelligence partners can be resources to navigate problems.
- Guiding documents include relevant legislation, regulations, policies and application Memorandums of Understanding with external partners.

Direct or indirect impacts of decisions:

- The role is critical to solving problems of a complex nature that can have serious impacts on safety within correctional centres and the broader community. The analyst will always work as part of a team towards the resolution of problems.

- Problems faced can be provincial in scope, extremely time sensitive and need to be prioritized/managed appropriately.
- This role will regularly work with highly sensitive, classified information to successfully guide decisions which have serious legal and ethical considerations.

Key Relationships

Major stakeholders and purpose of interactions:

Security Intelligence Analysts (Daily)

- Working collaboratively to achieve job outcomes.
- Peer reviews.
- Cover off.
- Collaborative problem solving.

Manager, Security Intelligence Analyst Unit (Daily)

- Supervision, work assignments and quality assurance.
- Supports for project management practices and works closely on all projects.
- SIA performance related one on ones and discussion.
- Support for collaborative problem solving.
- Raising issues/concerns beyond the SIAU as required.
- Working collaboratively towards the SIAU Workplan.

Security Intelligence Officers (Daily/Weekly)

- Supporting centre operations and investigations.
- Problem solving organized and serious crime related issues.
- Collaborative development of intelligence products.

Director (Daily/Weekly)

- Portfolio oversight and direction.
- Information sharing and issues requiring review/decision/escalation.
- Consultation to resolve problems or obtain policy/strategic direction.

Correctional Programs and Services Branch staff and Operational Staff (Daily/Weekly)

- Consultation and input on policy and project issues.
- Consultation and joint activities in support of initiatives and projects with potential impacts on other Divisions and Departments.
- Participation on project teams and initiatives.

Executive Director, CPS (Weekly/Monthly)

- Provide project updates and participate in branch planning activities.
- Consultation to resolve problems or obtain policy/strategic direction.

External Intelligence partners such as external SIAs, external SIOs, Police Agencies, Crime Analysis Networks, Community Groups (Weekly/Monthly)

- Jointly exchange intelligence.
- Collaboratively solve problems and develop action plans.
- Participate in cross-organizational projects/initiatives.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Science	Other	

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

An undergraduate degree in a related field of study (i.e., Data Science or Analytics, Criminology, Social Sciences, Computer Sciences) is required, plus a minimum of two years of related work experience. Equivalencies may be considered - directly related education/experience on one year for one year. Proficiency in Microsoft Office applications is required, including Excel, Word, and PowerPoint.

Security Intelligence Analysts must also display the following technical competencies:

- The theories, principles and practices of public administration and management to ensure work is done in accordance with governmental processes and priorities.
- Analytical skills to continually analyze intelligence, adapt, and respond to changing and evolving priorities while providing on-going services and meeting defined timeframes.
- Advanced analytical and research skills to determine requirements and locate and obtain relevant intelligence from various sources. Knowledge of qualitative and quantitative data collection and analysis techniques, data visualization and information reporting techniques in order to coordinate the compilation and preparation of products and reports related to the strategic and or operational intelligence duties.
- Research techniques and practices are also required to obtain information and to remain abreast of latest trends; to anticipate evolving requirements; develop reports and/or products and to make recommendations to the supervisor and/or to stakeholders.
- Specialized knowledge of trends relating to the Criminal Justice System and Alberta offender population, specifically an awareness of organized crime, gang behavior, patterns and types of offenses. Familiarity with trends in the field of corrections, law enforcement and more specifically, serious and organized crime.
- Specialized knowledge of intelligence analysis, usually obtained through extensive practical experience in the subject area, to research, assess and review available information and conduct situational and/or threat and risk analyses.
- Evaluation, analysis, and problem-solving skills to identify anomalous situations and issues, prepare recommendations to the supervisor and/or to other stakeholders on specific issues, manage sensitive concerns, develop solutions to problems, or resolve problems.
- Planning, organization, and assessment techniques to determine and manage multiple and/or competing priorities, tight deadlines, and a heavy workload.
- Project management methods, techniques and practices including project planning, and scheduling, including concepts related to intelligence to contribute to projects.
- Communication and interpersonal skills to establish contacts with various stakeholders, to discuss specific intelligence issues with various stakeholders. Working with cross-functional teams in a dynamic environment.
- Principles and practices of written communications to develop and draft various products and reports related to strategic and/or operational intelligence; to ensure the accuracy and quality of the materials submitted and to revise and edit the material.
- The mission, mandate, vision, culture, values, objectives, programs, services, priorities and organizational structure of CSD, of its policies, directives and procedures associated with the mandate of the organization and performance objectives and priorities.
- The relevant legislation, policy and regulations (such as: the Corrections and Conditions Release Act and Regulations, the Prisons and Reformatory Act, the Criminal Code of Canada, the Controlled Drugs and Substances Act, the federal and provincial court acts, the Security Information Act, the Canadian Human Rights Act, the Canadian Charter of Rights and Freedoms, the immigration Act, Privacy Act, the Youth Criminal Justice Act and regulations, CSD policies and Standard Operating Procedures).
- The organization and mandate of lead agencies for security, e.g. policing agencies, Correctional Services of

Canada, to establish liaison, partnerships, to research and exchange intelligence.

Assets:

- Knowledge of advanced data analytics and visualization tools (SAS, SQL, Power BI, Python, R, etc.).
- Specialized knowledge of intelligence analysis.
- Significant experience working with structured, unstructured, and open-source data sources to gather, analyze, and interpret intelligence. Expertise in combining and analyzing multiple data sources to provide comprehensive insights.
- Experience in designing, implementing, and maintaining robust systems for data collection, storage, and management.

This position works with highly confidential information and within restricted-access work sites. As such, candidates will be required to be able to obtain an Enhanced Reliability Status Security Clearance and maintain this clearance as a condition of employment.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<ul style="list-style-type: none"> - Understands role of corrections versus partners' roles and where they may overlap. - Considers emerging trends and potential impacts. - Understands processes pivotal to community corrections; can identify barriers/opportunities for our organization and partner organizations.
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<ul style="list-style-type: none"> - Maintaining professional working relationships with various other GoA departments and external agencies for information sharing and collaboration. - Engaging in committees, meetings and liaising with partners and stakeholders. - Establishing support networks with peers and supervisors.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of 	<ul style="list-style-type: none"> - Comparing information and input from various sources when making decisions.

		<p>techniques to break down problems</p> <ul style="list-style-type: none"> • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	<ul style="list-style-type: none"> - Engages with internal counterparts and external stakeholders to identify and resolve issues. - Using critical thinking to offer solutions to problems encountered. - Ability to help others problem solve in a creative way. Helps others understand different elements to consider. - Asks questions to understand the root issue of a problem. - Understanding the limits of discretion and decision making authority. - Applying legislation, policies and procedures when identifying problems and possible solutions.
Agility	○ ● ○ ○ ○	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<ul style="list-style-type: none"> - In the face of change, has the ability to quickly process, interpret information and develop options. - Prioritize and know when and how to shift priorities based on competing factors. - Demonstrating adaptability and embracing change.
Drive for Results	○ ○ ○ ● ○	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	<ul style="list-style-type: none"> - Working as part of a team to drive security intelligence analysis within and external to the CSD. - Working under pressure to meet workload demands and achieve personal, unit and branch goals. - Asking for and implementing feedback. - Completing effective Performance Agreements and striving to achieve goals.

			- Holding self accountable to set goals and achieve desired outcomes.
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

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024PS10

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