

Update

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

[Redacted]

maximum)

Intelligence Collator & Analyst

Current Class

Program Services 1

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

PSD, Provincial Security & Intelligence Office

☒ Current organizational chart attached?

Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

[Redacted]

[Redacted]

Operations Officer

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-10-14

Responsibilities Added:

Provide information management and coordination for the Wild Rose Shield (WRS) Program.

Responsibilities Removed:

Nil

Job Purpose and Organizational Context

Why the job exists:

The Provincial Security and Intelligence Office (PSIO) was established to enable the conveyance of timely and relevant advice and intelligence to the Alberta Government in areas of public safety and national security that fall within provincial responsibility. Such advice and intelligence supports multi-agency and cross-government efforts to protect Alberta from human induced intentional threats that could adversely affect Albertans, government operations, critical infrastructure, and socioeconomic interests.

Located within the PSIO Intelligence Bureau (PSIO-IB), and reporting to the IB Operations Officer, the Intelligence Collator & Analyst acts as a central contact point for inbound and outbound information management relating to the security and interests of Alberta. The position directly supports the Collection Coordination and Information Requirements Management (CCIRM) system. The Intelligence Collator provides integrated information management services to assist unit personnel in the collection, correlation, evaluation, and dissemination of information, intelligence, and risk assessments relevant to the strategic interests of the Government of Alberta, and the protection of officials, employees, assets and critical infrastructure from human induced intentional threats. The position collaborates with working-level counterparts in other PSES and Justice units, law enforcement, security, and other government partners to understand government and stakeholder network information requirements, collate relevant reporting, process requests for information (RFIs), and develop conduits for the sharing of information and analysis.

Responsibilities

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

Under the direct supervision of the PSIO-IB Operations Officer:

1. Facilitate the timely dissemination, integration, and utilization of information, intelligence, and analysis relevant to the security and interests of Alberta.

Duties and Activities:

- a) Develop and maintain a collation system - including electronic database, filing systems, reference material management, and the tracking of requests for information (RFIs) - that enables the effective organization and retrieval of data/information.
- b) Monitor shared in-boxes and ensure relevant information is disseminated to PSIO personnel/units in accordance with program responsibilities and interests.
- c) Maintain integrity and accuracy of internal and external distribution lists.
- d) Disseminate and track information and products to internal and external partners as directed.
- e) Record and track Requests for Information (RFIs) from stakeholders and partner agencies.
- f) Provide secretariat support for meetings and briefings involving PSIO clients.
- g) Assist unit personnel in the collection and collation of information required for analytical functions.
- h) Establish productive liaison relationships with key internal and external stakeholders.
- i) Participate in consultations, deconfliction activities, and information sharing exchanges with security officials of other provinces.

2. Support the Operations Officer in developing and maintaining the Intelligence Bureau's Collection Coordination and Information Requirements Management (CCIRM) system.

Duties and Activities:

- a) Support the development, validation, dissemination, monitoring, reporting, and maintenance of Decision-Critical Information Requirements (DCIRs), including Priority Intelligence Requirements (PIRs), Standing Intelligence Requirements (SIRs), and Information Requirement (IRs).

- b) Support the development and maintenance of generalized and issue-specific Intelligence Collection Plans (ICPs).
- c) Develop understanding of stakeholder and partner agency interests and information requirements with a view to integrating into the CCIRM system.

3. Support the administration of Alberta's Critical Infrastructure Protection program.

Duties and Activities:

- a) Develop understanding of provincial assets, services, networks, and facilities critical to Alberta's economy, public safety, and security.
- b) Process critical infrastructure security incident reports.
- c) Generate and disseminate Critical Infrastructure Alerts, Advisories, and/or Bulletins as required.

4. Provide information management and coordination for the Wild Rose Shield (WRS) Program.

Duties and Activities:

- a) Provide administrative support for WRS network enrollment and onboarding, including validation and maintenance of stakeholder contact information.
- b) Collate information received from Global Shield Network (GSN) partners, and make recommendation for further distribution through PSIO, GOA, and/or WRS networks.
- c) Disseminate authorized information to WRS partners.
- d) Coordinate WRS events, including planning, advertisement, facility booking, registration, and attendee feedback.

5. Conduct intelligence analysis on issues relevant to the security and interests of Alberta.

Duties and Activities:

- a) Develop understanding of the international, national, and provincial security landscapes with a view to proactively identifying indicators and strategic warning and supporting Alberta-centric security intelligence production.
- b) Gather and evaluate quantitative and qualitative information from a variety of open and closed sources to assist with timely and relevant intelligence analysis support to strategic decision making.
- c) Participate in the production of threat evaluations and intelligence assessments.
- d) Participate in joint analysis activities with internal and/or external partners.

6. Facilitate PSIO efforts to enhance security-related knowledge, training, education, and intelligence analysis capabilities throughout Alberta.

Duties and Activities:

- a) Provide administrative support for the planning, advertisement, and execution of PSIO workshops, training, and professional development initiatives.
- b) Develop opportunities for cross-pollination between PSIO and the academic community.

7. Other Program Management duties as required and appropriate to position level and scope.

Problem Solving

Typical problems solved:

- Determining relevance of received information to program areas.
- Determining appropriate handling pathways to answer client requests for information (RFIs).
- Interpreting partner agency mandates, interests, and information requirements.
- Assessing the reliability of information sources and the credibility of information and analysis.
- Conducting analysis on complex issues impacting the security and interests of Alberta.

- Determining privacy and security risks associated with the collection, use, and dissemination of information.

Types of guidance available for problem solving:

- Supervisor provides objectives, time lines, and methodology.
- When assigned problem solving that is conceptually driven, guidance will be provided as to appropriate principles, practices, processes, frameworks, and strategies to be employed.

Direct or indirect impacts of decisions:

- This position may be expected to handle sensitive security information, for which mishandling could reasonably be expected to cause injury to government or stakeholder interests.
- May contribute to analysis that informs decision-making with direct linkages to public safety (i.e., injury or loss of life), the reliability of critical infrastructure and essential services, and long-term competitiveness and economic prosperity of Alberta.

Key Relationships

Major stakeholders and purpose of interactions:

- Members of PSIO - information collection and collation to facilitate analysis by program areas.
- Ministry Program Areas (cross-Government) - information management; requirements coordination
- Law Enforcement - information management; requirements coordination
- Sheriffs Branch - information management; requirements coordination
- Criminal Intelligence Partners (Analysts) - information management; requirements coordination
- Critical Infrastructure Owners & Operators - stakeholder network administration; incident reporting
- Provincial Security counterparts across Canada (Analysts) - information management.
- Academic Community - outreach, engagement, and event administration.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Other		

If other, specify:

Intelligence, Policing, Security, Strategy, Public Policy, Infrastructure, Communications, Social Science

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

- Advanced analytical skills - demonstrated ability to systematically gather, analyze, and interpret information to solve problems, identify patterns, and make well-informed decisions.
- Excellent verbal and written communications skills.
- Experience working with databases and records management systems.
- Experience researching complex public policy issues.
- Ability to work in a high intensity environment, self-manage priorities to meet competing deadlines, demonstrate the ability to structure time, take responsibility for and manage duties to successfully achieve required reporting time frames.
- Ability to build and sustain productive relationships with a broad range of partners and stakeholders.
- Ability to qualify for an Alberta Peace Officer appointment.
- Ability to qualify for and maintain a federal security clearance.

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	☐	☒	☐	☐	☐	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals	This position assists with the monitoring of inter-related global, national, and regional systems to aid in identifying interests, capabilities, and impacts detrimental to Alberta's political, economic, technological,

		and values • Identifies unintended consequences	and social systems, and seeks to understand and articulate impacts to government, Agencies Boards and Commissions (ABCs), law enforcement, and industry.
Agility	☐ ☒ ☐ ☐ ☐	Works in a changing environment and takes initiative to change: • 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	This position must continually adjust to competing priorities and emergent issues in context of internal and external relationships and pathways.
Creative Problem Solving	☐ ☒ ☐ ☐ ☐	Focuses on continuous improvement and increasing breadth of insight: • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices	This position must find innovative pathways to facilitate the timely dissemination, integration, and utilization of information, intelligence, and analysis by various internal and external stakeholders.
Develop Networks	☐ ☒ ☐ ☐ ☐	Works on maintaining close relations with all stakeholders: • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques	This position must develop relationships with internal and external partner agency contacts to facilitate shared understanding of information requirements and ensure timely sharing of relevant information products.
Develop Self and Others	☐ ☒ ☐ ☐ ☐	Seeks out learning and knowledge-sharing opportunities: • Reflects on performance	This position is required to capitalize on the broad mandate and inter-agency nature of the

		and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports	work environment to learn quickly and contribute to policy-centric analysis.
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Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark

Public Information Officer, [redacted]

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Vacant

Employee Name	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
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