

New

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Manager

Requested Class

Manager (Zone 2)

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

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)

Director

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Manager, Security Intelligence Analyst Unit (SIAU), leads an effective team of Analysts who identify and track organized and serious crime activity/trends. The Manager works in collaboration with the Director to set the strategic vision of the unit and advances intelligence analysis for the division as guided by established workplans. To be effective, this position must maintain relationships within Correctional Services Division (CSD) and externally to develop strategies to promote safety within centres and the community.

Responsibilities

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

1. Managing the development of intelligence products for the CSD and its partners to enhance safety and security in correctional centres and in the community.
 - Developing and managing a schedule for recurring meetings that require intelligence products.
 - Prioritizing and assigning ad hoc intelligence product requests, liaising with operational branches where required.

- Reviewing and approving intelligence products prior to distribution.
 - Managing the distribution of products to ensure consistency and security classifications/guidelines are met.
 - 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.
2. Leading the SIAU in the development of products to support enhanced information and decisions within CSD.
 - Providing the framework for SIAs to monitor organized/serious crime related activities and reporting findings in a timely manner.
 - Facilitating SIA support to CSD staff and the community in operations and investigations, including the review and analysis of preventative security information.
 - Managing effective, timely and accurate responses to inquiries related to tactical, operational and/or strategic intelligence.
 - Leading the development of recommendations related to organized/serious crime to assist CSD staff in decision making.
 3. Establishing and maintaining relationships within CSD and externally, to exchange intelligence and develop strategies to promote safety within centres and the community.
 - Actively participate in an integrated team environment including CSD staff, Security Intelligence Officers (SIOs), police agencies and other criminal justice system partners.
 - Contributing to CSD security intelligence meetings as a facilitator and participant.
 - Developing and managing Memorandums of Understanding (MoU) with other agencies to support intelligence information sharing practices.
 - Managing the divisional response to external inquiries for security intelligence information/analysis.
 - Representing CSD in partner meetings/conferences.
 - Serving intelligence committees as an attending member or via presentations.
 - Coordinating intelligence training as required (i.e. CSD Recruit Training).
 4. Contributing to the evolution of security intelligence analysis policies and practices within CSD to provide the framework for an effective SIAU.
 - Establishing and adhering to operational goals and established project timelines.
 - Developing production topics and priorities by collaborating with corrections staff, security intelligence staff, senior management and other intelligence partners.
 - Working with the SIAs to identify intelligence collection gaps and recommending solutions within the scope of security intelligence.
 - Diagnosing and proposing solutions to problems encountered in the work of the SIAU and CSD security intelligence.
 - Improving and enhancing relevant data access/analysis by recommending the integration of new information tools where appropriate.
 5. Leading strategic approaches to continuously enhance intelligence gathering and analysis in CSD.
 - Collaborating with other areas within CSD to develop provincial standards for the gathering and analysis of security intelligence.
 - Leading regular security intelligence meetings with CSD operational branches.

- Managing and leading organized/serious crime related projects that are provincial in scope.
- Leading the development of organizational strategies to address long-term serious/organized crime trends. This includes staying up to date on existing and emerging trends such as those related to security threat groups, weapons and drug trafficking.
- Presenting project updates and outcomes to management and senior CSD officials.
- Developing evaluation frameworks and advancing initiatives to evaluate project effectiveness and organizational impact.
- Determining gaps in knowledge of security intelligence personnel in CSD and supporting training opportunities.

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 developing/recommending possible solutions.
- Working collaboratively with intelligence partners to problem solve issues raised through the analysis of intelligence.

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 MoUs 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 manager will lead the SIAU towards the resolution of problems.
- Problems faced can be extremely time sensitive and need to be prioritized/managed appropriately.

Key Relationships

Major stakeholders and purpose of interactions:

Security Intelligence Analysts (Daily)

- Working collaboratively to achieve job outcomes.
- Supervision, work assignments and quality assurance.
- Supports project management practices, provides direction and works closely on all projects.
- Project and SIA performance related one on ones and discussion.
- Support for collaborative problem solving.
- Raises issues/concerns beyond the SIAU as required.
- Working collaboratively to achieve the work plan for the SIAU.

Security Intelligence Officers (Daily/Weekly)

- Supporting centre operations and investigations.

- Problem solving organized and serious crime related issues.
- Collaborative development of intelligence products.

Director, Security Intelligence Analyst Unit (Daily/Weekly)

- General portfolio oversight and direction.
- Information sharing and issues requiring review/decision.
- 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.
- Supports the unit's work through strategic collaboration with key CSD intelligence contacts.

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 (Weekly/Monthly):

(Includes: External SIAs; External SIOs; Police Agencies; Crime Analysis Networks; Community Groups).

- Supports the unit's work through strategic collaboration with other intelligence leaders.
- 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)	Arts		

If other, specify:

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

An undergraduate degree in a related field of study (i.e. Social Sciences, Criminology) is required, with at least four years of related work experience.

The Manager 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.
- 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.

- Interviewing techniques to obtain relevant detailed, factual, and timely background information with key stakeholders for use in developing or preparing intelligence products and/or reports.
- Communication and interpersonal skills to establish contacts with various stakeholders, to discuss specific intelligence issues with various stakeholders.
- 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. Knowledge is also required of the criminal justice system to address departmental objectives and priorities.
- The relevant legislation, policy and regulations (such as: the Corrections and Conditions Release Act and Regulations, the Prisons and Reformatories 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.

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"> - Understanding the interconnectedness of agencies and departments involved in security intelligence thereby supporting staff with decisions that take into account impacts on stakeholders. - Understands processes pivotal to Community Corrections; can identify barriers/opportunities for our organization and partner organizations. - Being aware of departmental objectives and priorities to be able to provide appropriate guidance and direction.
Develop Self and Others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> • Shapes group learning for team development 	<ul style="list-style-type: none"> - Building rapport with staff to better understand their needs, learning styles and values to be able to provide enhanced

		<ul style="list-style-type: none"> • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal development plans 	<p>support.</p> <ul style="list-style-type: none"> - Supporting frontline staff training and development through various avenues. - Setting personal and professional goals and monitoring own progress. - Completing regular performance agreements. - Accepting and implementing feedback.
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"> - Developing, implementing, monitoring and reporting on annual unit work plans. - Supporting staff to achieve success and continuously improve existing processes and procedures. - Holding self and others accountable through meaningful and/or difficult conversations to create goals and achieve desired outcomes. - Collaborating with others to improve and advance the work of the unit.
Develop Networks	○ ○ ○ ● ○	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<ul style="list-style-type: none"> - Building and maintaining positive working relationships with various stakeholders. - Meets regularly with key stakeholders (e.g. CSD staff, law enforcement) and brings people together from various areas within GoA to share resources and resolve issues. - Understands mandates of organizations and leverages this knowledge in working collaboratively. - Internal networks: SIOs; DDS; custody and community staff.
Build Collaborative Environments	○ ○ ○ ● ○	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders 	<ul style="list-style-type: none"> - Creating safe and healthy worksites built on the foundations of the Alberta Public Service

		and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes	(APS) core values and promoting Diversity and Inclusion at every opportunity. - Promoting a positive and team-oriented unit while supporting collaboration with stakeholders. - Accept and provide feedback in a constructive manner. - Demonstrate accountability to the team and its purpose and goals by following through on commitments.
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Benchmarks

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

M410-19: Manager, Research and Evaluation
 M410-21: Manager, Environmental Information

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.

 Employee Name

 Date yyyy-mm-dd

 Employee Signature

 Supervisor / Manager Name

 Date yyyy-mm-dd

 Supervisor / Manager Signature