



# Inspector

## POSITION DESCRIPTION FORM

**Region / Portfolio / Directorate:**

Various positions across WA Police Force

**District / Branch:**

Various

**Work Unit:**

Various

**Position Description Number:**

1548 [Generic]

**Rank / Level / Band:**

Inspector

**Position Category:**

### Employment Conditions

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Industrial Agreement/Award: Current Police Industrial Agreement

Work Pattern: Salary: Allowances applicable to hours worked in excess of 40 hours per week (on duty as required)

Location: Various

### Position Objective

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Contributes to the strategic and operational objectives of effective police services within the Western Australia Police Force in accordance with policies, procedures, legislative requirements and public standards of accountability.

### Role of Work Unit

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Western Australia Police Force is the State's principal law enforcement agency, responsible for the largest police jurisdiction in the world and services a growing population of approximately 2 million. The Agency provides services to the community in maintaining public order; the protection of life and property; the prevention, detection and prosecution of crime; and the rendering of assistance to those in need.

### Reporting Relationships

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This position reports to one of the following, depending on work area:

- Assistant Commissioner
- Commander
- Superintendent
- Director (Level 9)
- Assistant Director (Level 8)

Direct reports to this position include:

- Various (Depending on work area)

Total number of positions under control: Various

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## Key Accountabilities

### 1. Strategic Development

- 1.1 Contributes to the achievement of corporate, operational and, more specifically strategic objectives, in accordance with policies, procedures, legislative requirements and public standards of accountability.
- 1.2 Contributes to the implementation and management of change in collaboration with the Manager/Officer in Charge.
- 1.3 Assists in the development and implementation of strategies to ensure achievement of area objectives and ensures business and service delivery goals are met.
- 1.4 Implements strategies to ensure the highest possible level of service delivery to satisfy needs and expectations of customers to minimise complaints against police.

### 2. Operational Focus

- 2.1 Coordinates and allocates the deployment of resources and formulates plans and strategies to maximise The Agency's capability to respond to high risk incidents and major events.
- 2.2 Supports regional/district objectives by ensuring that business and service delivery goals are effectively communicated and achieved and professional and ethical standards maintained/sustained.
- 2.3 Provides administrative and operational support to the Manager/OIC/Superintendent/Commander.
- 2.4 Undertakes unique duties, as required, relevant to specific work location.

### 3. Management

- 3.1 Manages and coordinates the operations of the Unit/Division/Work Location, ensuring activities of the area are performed in accordance with policies, procedures, guidelines and legislation as well as external stakeholder protocol requirements.
- 3.2 Manages the activities of subordinate staff and ensures the effective utilisation of resources.
- 3.3 Ensures that any matters affecting the Unit/Division/Work Location are brought to the attention of the Manager/Superintendent/Commander.
- 3.4 Mitigates risks by ensuring team compliance with statutory and agency requirements within business areas.
- 3.5 Promotes and ensures the ethical standards, professionalism and integrity of the Agency, supports equity and diversity in the workplace and provides a safe and supportive working environment.
- 3.6 Makes decisions to ensure the provision of an effective and efficient police service in accordance with the agency's strategic plans, business plans, strategies and operational objectives.

### 4. Negotiation, Liaison and Representation

- 4.1 Consults and negotiates with senior management and internal and external stakeholders and establishes and maintains effective working relationships.
- 4.2 Represents the area and attends conferences, committees, working parties and forums as required.
- 4.3 Ensures the dissemination of relevant information and data to stakeholders and interest groups including other internal areas, external agencies and the public.
- 4.4 Develops and maintains partnerships with representatives from the public and private sector, other police institutions/jurisdictions, members of the community and represents WAPOL at state and national meetings/conferences.

### 5. Other

- 5.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 5.2 Undertakes other duties as directed.

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## Specialist Pre-Requisite(s) List

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Subject to the location either Negative Vetting Level 1 or 2 will apply:

- It is a requirement that the position holder is successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 1 or LEVEL 2** security clearance for the duration of their appointment in the position.

## Work Related Requirements

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### Essential

Police officer positions are to refer and apply WA Police Force Capability Framework when addressing work related requirements.

## Capability Framework

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The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to that rank and/or classification level.

## Certification

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The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Position	Name	Date
Workforce Design and Consultancy	Paul Walling	January 2018
Commissioner of Police	Chris Dawson APM	January 2018