



Superintendent

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

Various positions across WA Police Force

District / Branch:

Various

Work Unit:

Various

Position Description Number:

1549 [Generic]

Rank / Level / Band:

Superintendent

Position Category:

Employment Conditions

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

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

Role of Work Unit

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

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

- Assistant Commissioner
- Commander

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 the Agency's corporate, operational and, more specifically strategic objectives, in accordance with policies, procedures, legislative requirements and public standards of accountability.
- 1.2 Leads in the implementation and management of change by ensuring desired outcomes are realised and results are achieved.
- 1.3 Develops policies, practices and procedures, makes recommendations to ensure the provision of best practice, remains conversant with the changing needs of policing and the community and ensures alliance with contemporary methodology.
- 1.4 Implements strategies to ensure the highest possible level of service delivery to satisfy the needs and expectations of customers and to minimise complaints against police.

2. Operational Focus

- 2.1 Ensures that the Agency maintains the capability to respond to high risk incidents and major events by providing operational support in the compilation of contingency plans including legislative requirements of emergency management that occur within the District/Division/Work Location.
- 2.2 Ensures alignment of area practices comply with legislation and external stakeholder protocol and accreditation requirements.
- 2.3 Undertakes unique duties, as required, relevant to specific work location.

3. Management

- 3.1 Provides quality leadership and management to the District/Division/Work Location and demonstrates a high standard of professionalism.
- 3.2 Promotes and ensures the ethical standards, professionalism and integrity of the Agency, supporting equity and diversity in the workplace and provides a safe and supportive working environment.
- 3.3 Has decision making authority relating to the effective management of resources within the District/Division/Work Location, consistent with administrative policies, procedures and legislative requirements.

4. Negotiation, Liaison and Representation

- 4.1 Consults and negotiates with senior executive and internal and external stakeholders to ensure broad input into all matters relevant to the operations of the District/Division/Work Location.
- 4.2 Develops and maintains strategic partnerships with Portfolio Heads, District and Divisional Officers, and other appropriate internal and external groups.
- 4.3 Develops, fosters and maintains key partnerships with representatives from the public and private sectors, other police institutions/jurisdictions and members of the community.
- 4.4 Represents the Commissioner of Police and/or the agency at meetings, conferences and other forums at a state or national level.

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 Prerequisite(s)

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

Essential

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

Capability Framework

This 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

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