



Vetting Officer

POSITION DESCRIPTION FORM

Region / Portfolio:

Regional Western Australia

Position Description Number:

224375

Directorate / Command / District / Division:

Goldfields – Esperance District

Level:

Level 2

Work Unit:

Gold Stealing Detection Unit

Employment Conditions

Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Kalgoorlie

Position Objective

Reviews and verifies applications, materials and information including National Police Clearances (NPCs) and Release of Information Forms. Interrogates Western Australian Police Force and National Police databases to identify individuals that may pose a security risk to the gold mining industry.

Role of Work Unit

The Gold Stealing Detection Unit (GSDU) is responsible for performing services and functions to the Chamber of Minerals and Energy (CME), Mine Security Services (MSS) members under a Memorandum of Understanding (MOU) between the Western Australian Police Force and the CME. Included in the MOU are intelligence functions and services where GSDU undertake analysis of people and associates linked to the gold industry to identify persons that may present a security risk. GSDU provide security personnel an analysis of persons identified to be a security risk and make recommendations to prevent or mitigate potential risks.

Reporting Relationships

This position reports to:

- Detective Supervisor, Sergeant

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Security Screening (95%)

- 1.1 Receives and verifies National Police Clearances and Release of Information Forms (E18) submitted to the GSDU by the Chamber of Minerals and Energy, Mine Security Services members.
- 1.2 Ensures forms are correctly authorised by the applicant prior to conducting background checks or releasing information.
- 1.3 Undertakes sensitive and confidential suitability screening on potential applicants and staff employed in high-risk areas at CME, MSS and member sites by interrogating WA Police Force and National Police databases.
- 1.4 Evaluates, collates and processes relevant information from the appropriate databases/systems for the compilation of suitability screening assessment reports, ensuring accuracy of records.
- 1.5 Reports any identified risks to the Officer in Charge of the GSDU for risk assessment and recommendations.
- 1.6 Maintains accurate record systems by manual and electronic filing in accordance with relevant record management policies and practices.
- 1.7 Liaises with relevant internal and external stakeholders to obtain information relevant for making informed risk assessments on potential applicants and personnel working in high-risk areas.
- 1.8 Develops and maintains effective relationships with relevant stakeholders, including other law enforcement agencies, state/federal government departments including CME and MSS, to gather and disseminate information and to receive and respond to correspondence in a timely and efficient manner.

3 Other (5%)

- 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 3.3 Undertakes other duties as directed.

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Work Related Requirements

Essential

Context in which work related requirements will be applied and or general standard expected.

Communication and interpersonal skills

Communicating messages clearly and concisely using appropriate language. Preparing general correspondence, reports and memos. Ensuring the provision of an efficient and effective customer service. Providing clear and accurate advice on less complex issues. Developing and maintaining positive relationships with stakeholders at all levels. Responding to changes in stakeholders needs and expectations.

Ability to work in a team environment

Building and sustaining positive relationships with team members and clients. Participating in teamwork activities.

Problem solving skills

Reviewing requests and gathering further information using basic research skills. Interrogating relevant systems/databases for required information and statistics. Interpreting data, identifying anomalies, recommending solutions and implementing corrective action.

Organisational skills

Taking personal responsibility for accurate and timely completion of work and seeking assistance when required. Working within agreed priorities and ensuring goals are achieved.

Ability to Interpret relevant legislation and regulations

Applying relevant Acts, regulations and legislation.

Capability Framework

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

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Personal Leadership**.

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Organisational Design Officer Organisational Design and Analysis	Julie Norrish	10/11/2025 SV
District Superintendent Goldfields-Esperance District Office	Kathleen Collins	10/11/2025