



# Administration Officer

## POSITION DESCRIPTION FORM

**Region / Portfolio:**

Metropolitan Region

**Directorate / Command / District / Division:**

Various

**Work Unit:**

Various

**Position Description Number:**

Generic 449

**Rank / Level / Band:**

Level 2

### Employment Conditions

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Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

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

The incumbent will be out-posted within a District and may be required to work in various locations to meet service delivery requirements.

Location: Various

### Position Objective

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Provides general administration and operational support services, to ensure the efficient and effective operation of a police district. Operates in a team-based environment, and provide guidance and direction to other staff in the performance of these services.

### 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. WA Police Force 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.

This position is found in a number of work units across the Agency.

### Reporting Relationships

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This position reports to:

- Administration Team Leader (administratively and day to day), Level 3
- Officer in Charge (as need basis), Senior Sergeant

Direct reports to this position include:

- Administrative Assistant, Level 1, 1 FTE (varies)

Total number of positions under control: up to 1

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## Key Accountabilities

**The following accountabilities/duties are to be performed across police stations and detective offices as and when required.**

### **1 Administration (75% - 100%)**

- 1.1 Plans, schedules, coordinates and performs a range of administrative and operational support activities and makes recommendations to improve administrative functions.
- 1.2 Supervises and prioritises the day to day workflow of administrative and operational support activities for subordinate staff. Undertakes inductions for new staff.
- 1.3 Develops and maintains the local records management system in accordance with WA Police force policy and legislation including record retention and disposal.
- 1.4 Manages a property store for a business unit or location. Coordinates and performs duties relating to recording and transporting property.
- 1.5 Researches and compiles general budget and statistical financial information and provides advice and recommendations as requested.
- 1.6 Maintains system records of accounts and monitors against approved budgets.
- 1.7 Assists with the administration of local human resource functions by maintaining TOIL, leave rosters, leave liability records, allowance claims, FTE reconciliation, court and training records. Researches, analyses and compiles a variety of general human resource information as requested.
- 1.8 Coordinates the physical assets of a business unit including auditing, reconciling on RMIS, servicing, repairs and/or replacement.
- 1.9 Assists the Officer in Charge in coordinating OSH inspections, critical skills audits and training and development requirements of staff.
- 1.10 Coordinates and prepares draft responses to correspondence, reports, briefing notes and statistical information. Undertakes typing, word processing and data entry including audio typing of transcripts.
- 1.11 Makes decisions on primary or follow-up actions required to ensure the effective day-to-day operation in areas such as vehicle, security, equipment, building maintenance and firearms.

### **2 Disclosure (0% - 20%)**

- 2.1 Under the direction of investigating officers, assists with the collation of case management material and the preparation of evidence and disclosure material for court briefings.
- 2.2 Liaises with investigating officers' and senior personnel for guidance on the preparation of disclosure documents and items.
- 2.3 Obtains and assesses information from all relevant databases and prepares disclosure documents and information in accordance with legislation.
- 2.4 Undertakes the lodgement and serving of documents.

### **3 Customer Service (0% - 20%)**

- 3.1 Undertakes customer service activities as requested.

### **4 Other (5%)**

- 4.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably
- 4.2 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.
- 4.3 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 skills

Answering queries and providing a high level of customer service. Preparing correspondence and written reports. Liaising with personnel at all levels. Understanding local cultural issues. Participating as a team member to meet targets and deadlines. Support, coach and develop team members under supervision.

Problem solving skills

Researching, evaluating and providing advice and recommendations on administrative and other matters.

Organisational skills

Managing and prioritising own workload to meet deadlines. Organising diaries and meetings. Planning and allocating tasks within the team.

Administration and finance skills

Responding to administrative requests efficiently and effectively and demonstrate a customer focus. Undertaking records management in accordance with relevant policies, procedures and legislation. Ensuring expenditure is processed in accordance with Financial Management Act and Treasurer's Instructions.

## 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

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

Position Title and Work Unit	Name	Date
Organisation Design Officer Organisational Design & Analysis	Julie Norrish	21/05/2024 BLI
A/Executive Manager Organisational Design & Analysis	Martine Dimond	21/05/2024