



Community Partnerships Coordinator

POSITION DESCRIPTION FORM

Region / Portfolio:

Operations Support

Directorate / Command / District / Division:

Community Partnerships and Support

Work Unit:**Position Description Number:**

Generic 619

Level:

Level 5

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: Perth

Position Objective

Coordinates, in support of Policing Fundamentals, the Community Partnerships and Support Division's funding and service agreements, ensuring compliance with relevant standards, policies and legislation. Assists with monitoring funding and service agreement performance and risks and identifies appropriate strategies to achieve stated deliverables/outcomes.

Role of Work Unit

The Community Partnerships and Support Division is the centre of strategic funding allocation and associated funding or service agreement management for the Western Australia Police Force. Both strategic and technical advice, oversight of funding and service agreements is facilitated through to support the State Commissioning Strategy – Agency Commissioning plans and the Agency Aboriginal Community Controlled Organisation (ACCO) Strategy. The division supports legislative requirements pertaining to commissioning of services to provide value for money and the government's requirement to strategically plan.

Reporting Relationships

This position reports to:

- Assistant Director, Level 8

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

Position Title: Community Partnerships Coordinator	Level: Level 5	Position Number: Generic 619
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Key Accountabilities

1 Funding and Service Agreement Development, Coordination and Consultancy (95%)

- 1.1 Coordinates and oversees funding and service agreements, including governance, risk, performance and financial management.
- 1.2 Develops funding and service agreement documentation.
- 1.3 Complies with and advises on government and agency commissioning management policies.
- 1.4 Utilises systems to maintain accurate funding and service agreement inclusive of funding spend, service provider performance, risk and outcomes.
- 1.5 Monitors and reports on funding and service agreement performance against Key Performance Indicators (deliverables and outcomes) and requirements, identifying and undertaking corrective action as required.
- 1.6 Assesses and prepares funding and service agreement variations and exemption requests, making appropriate decisions based on risk.
- 1.7 Prepares for and facilitates straightforward funding and service agreement negotiations.
- 1.8 Interprets funding and service agreement requirements, terms and conditions and ensures that all parties understand and deliver on their responsibilities.
- 1.9 Develops and maintains effective working relationships with internal and external stakeholders, including participating in committees.
- 1.10 Liaises with stakeholders to resolve routine funding and service agreement issues and escalates more complex issues.
- 1.11 Consults and advises on processes for exercising extension options, service agreement expiry and transition management.
- 1.12 Complies with and applies government and agency policies including the State-wide Commissioning Strategy and ACCO Strategy.
- 1.13 Liaises with contracted service providers and manages communication between a range of internal and external stakeholders to ensure contractual compliance.

2 Other (5%)

- 2.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 2.2 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.
- 2.3 Undertakes other duties as directed.

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Work Related Requirements

Essential

Project management skills

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

Applying planning and project management concepts and processes. Monitoring contract and grant performance and rectifying issues. Prioritising tasks and meeting competing deadlines. Managing multiple contracts and grants.

Communication skills

Participating in committees and meetings. Preparing contracts and grants. Consulting, negotiating and managing relationships with a range of stakeholders.

Analytical and research skills

Providing solutions to problems and issues. Researching, evaluating and analysing contractual and grant matters.

Knowledge of relevant legislation, policies and procedures

Understanding the State Commissioning Strategy, ACCO Strategy Delivering Community Services in Partnership policy and related policies.

Desirable

Knowledge of Government commissioning policies, issues and strategic directions

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 **Leading Others**.

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	21/10/2025
Commander Operations Support	Levinia Hugo	18/10/2025