



# Armourer

## POSITION DESCRIPTION FORM

**Region / Portfolio:**

Operations Support

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

Property Management Division

**Business/Work area:**

Exhibit Management Unit

**Position Description Number:**

Generic 665

**Level:**

Level 4

**Employment Conditions**

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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: Midland

**Position Objective**

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This highly specialised role coordinates the receipt and distribution of firearms in accordance with best practice and ensures that the firearms are reliable, safe and accurate by conducting repairs, assessments, evaluations and servicing when required. Coordinates the operation of the armoury office and maintenance room at Exhibit Management Unit (EMU).

**Role of Work Unit**

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EMU is responsible for the management, storage, destruction and security of drug, firearm and DNA related forensic samples and exhibits pending analysis and/or trial of suspects. EMU provides central coordination and associated administrative support for all forensic samples and exhibits and support of related databases.

**Reporting Relationships**

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This position reports to:

- Officer in Charge, Senior Sergeant

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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## Key Accountabilities

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### 1 Issue, Service and Repair (80%)

- 1.1 Issues Western Australia Police Force (WA Police Force) firearms, ensuring movement of firearms entering and leaving the unit are fully documented and processes in place for audit purposes are accurate and efficient.
- 1.2 Brings into service by conducting testing and inspections on all new firearms for WA Police Force to confirm their operational readiness.
- 1.3 Conducts regular servicing, repairs, technical inspections and modifications to WA Police Force firearms (including specialised weapons) ensuring their safe, accurate and reliable operation, in accordance with relevant technical documentation.
- 1.4 Investigates defects disclosed during firearm processing, prepares associated documentation and/or report and conducts test firing of weapons after relevant repairs to confirm suspected faults, where appropriate.
- 1.5 Inspects firearms and makes assessments regarding serviceability and costs of repairs.
- 1.6 Tracks and coordinates approved repair/calibration of firearms and equipment in accordance with the regulatory guidelines.
- 1.7 Maintains machinery and equipment issued to the armoury and carries out repairs and maintenance as necessary.
- 1.8 Ensures stock control of firearms, replacement parts, associated tools/accessories and ammunition.
- 1.9 Maintains records of all firearm servicing and repairs.
- 1.10 Maintains security of firearms within the armoury at Property Management Division and assists in regular auditing of equipment / weapons to meet regulatory guidelines.
- 1.11 Ensures a safe and conducive work environment in accordance with Work Health & Safety policy.

### 2 Customer Service (15%)

- 2.1 Coordinates the daily activities of the armoury to ensure timely service delivery.
- 2.2 Attends to customer inquiries by providing assessments, repairs or replacements expeditiously.
- 2.3 Provides an advisory service to operational police regarding the servicing requirements of WA Police Force firearms.
- 2.4 Liaises with the Officer in Charge and other members of Property Management Division, TRG and Equipment Officer (QSTORE), regarding any information that may assist in the effective and efficient operation of the unit.
- 2.5 Maintains contemporary knowledge of firearms, ammunition and other related matters by conducting research and by maintaining liaison with other related organisations and armourers in order to provide advice on best practice and potential new weaponry.

### 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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## Specialist Prerequisite(s)

It is a requirement that the position holder is:

- An Australian Citizen prior to the completion of the selection process;
- Successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 1** security clearance for the duration of their appointment in the position.

Within an agreed period of time, the successful applicant is required to obtain and hold a Firearm Repairers License.

## Work Related Requirements

### Essential

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

Experience in Firearm Repair

The standard WA Police Force weapon is Glock 40 calibre range of weapons. Various other weapons are also utilised by different areas within WA Police Force and the Tactical Response Group have a range of specialised weapons.

Communication skills

Preparing reports, memos and general correspondence. Researching, advising and making written and verbal recommendations.

Customer Relation skills

Liaising with internal and external personnel on a regular basis.

### Desirable

Possession of a qualification in Engineering eg; Machinist First class or similar

Performing metal work with lathe, mill, hand and power tools. Applying safe work practices.

## 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 & Analysis	Pamela Soares	23/03/2026
A/Divisional Superintendent Property Management Division	Shaun Miller	24/03/2026