



Coordinator

POSITION DESCRIPTION FORM

Region / Portfolio:

Office of Commissioner of Police

Directorate / Command / District / Division:

Office of Executive Services

Business/Work area:**Position Description Number:**

Generic 493

Level:

Level 6

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

Provides executive support, coordination and ministerial liaison. Researches, analyses and provides advice to members of the Corporate Board and other senior staff on issues arising from National Policing conferences and forums, issues and trends impacting on the Western Australia Police Force and across government partnership programs.

Role of Work Unit

The Executive and Ministerial Services Branch is responsible for ministerial liaison, governance, national and international policing issues within the WA Police Force and is a key interface with the Office of the Minister for Police, federal and state government agencies, and other policing jurisdictions. National Policing and the WA Police Force are responsible for the development and management of governance frameworks, managing all ministerial and parliamentary matters on behalf of the Corporate Board, providing consultancy services to the WA Police Force on a range of requirements together with influencing and providing support to the Corporate Board.

Reporting Relationships

This position reports to:

- Executive Manager, Level 7

Direct reports to this position include:

- Senior Ministerial and Project Officer, Level 5, various dependant on team
- Executive and Ministerial Officer, Level 4, various dependant on team
- Finance and Administration Officer, Level 4, various dependant on team

Total number of positions under control: Various dependant on team

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Key Accountabilities

1 Coordination (30%)

- 1.1 Coordinates the effective and efficient delivery of corporate service management with regards to human resources, finance, assets and information technology and identifies and implements strategies to ensure the highest possible level of service delivery to satisfy the needs and expectations of customers.
- 1.2 Works in partnership with the Executive Manager to coordinate and allocate work across the team, ensuring the efficient flow of work and the provision of support services is provided.
- 1.3 Contributes to the management of staff performance and coaches and develops the team through ongoing consultation and direction.

2 Executive Support (30%)

- 2.1 Plans, coordinates and manages the provision of executive support services for the Corporate Board and Commissioner's Executive Forums by preparing agendas, briefing notes, relevant draft and final documentation, following up on matters and resolving sensitive and complex issues.
- 2.2 Ensures the efficient liaison between Office of the Commissioner, Deputy Commissioners, Executive Director, the Minister's Office, central agencies, members of the senior management team, police ministerial liaison and other key stakeholders regarding all aspects of corporate service policies and decisions made by the Corporate Executive Team at Corporate Board.
- 2.3 Liaises and negotiates with the senior executive, senior level management and key stakeholders within the agency on a broad range of complex matters concerning the effective administration and operational of the Office of Executive Services.
- 2.4 Liaises and negotiates with the Minister's Office, other government agencies and national police jurisdictions on behalf of the Executive Manager and/or the Commissioner.

3 Ministerial Liaison (20%)

- 3.1 Provides timely advice to senior executive and the Office of the Minister for Police on urgent or contentious parliamentary and ministerial matters and prepares briefing notes.
- 3.2 Initiates and develops information systems as per the agency's policies and procedures within the Executive and Ministerial Services Branch, including tracking the status of ministerial activities, and retrieval and linking information and knowledge for effective parliamentary and ministerial outcomes.
- 3.3 Coordinates, analyses and provides advice on corporate reports, ministerial and parliamentary requests prior to submission and endorsement by the Executive Manager and Executive Director.
- 3.4 Ensures compliance with relevant legislation and organisational policies and procedures.

4 National Policing (15%)

- 4.1 In partnership, assists with the coordination of agenda items and prepares responses, agenda items, briefing notes and recommendations for the Executive Manager.
- 4.2 Coordinates the agency's response to existing and emerging national policing issues.
- 4.3 Ensures the Commissioner and senior executives are provided with appropriate and timely information when attending National conferences and other meetings.
- 4.4 Coordinates follow up actions, including undertaking or delegating research activities, on matters arising from National conferences and meetings.

5 Other (5%)

- 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 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.
- 5.3 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.

Work Related Requirements

Essential

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

Knowledge of Government processes, protocols and procedures

Developing, implementing and monitoring systems to meet Ministerial, Parliamentary, and National Policing requirements and outcomes in accordance with agreed service delivery standards, protocols and procedures. Interpreting and applying relevant human resource related policy, practice and procedures.

Communication and interpersonal skills

Preparing high-level sensitive reports, memos, correspondence and briefing notes. Liaising and negotiating with a range of personnel internal and external to the agency. Relating effectively with key stakeholders. Building and maintaining relationships; positively contributing to organisational culture. Providing direction and motivation in a team environment. Creating a positive work environment. Understanding and contributing to positive workplace change.

Planning and organisational skills

Planning, scheduling and setting daily priorities. Organising executive meetings and forums. Meeting strict deadlines and key outcomes.

Conceptual, analytical and research skills

Undertaking research on complex and sensitive issues in a timely manner. Developing solutions to complex problems. Investigating, sourcing information and environmental scanning. Conceptualising and analysing issues to provide advice and recommendations. Problem solving and lateral thinking.

Project management skills

Undertaking and coordinating complex projects. Providing guidance and advice on the best approach to achieving reform outcomes. Monitoring milestones and timelines appropriate to the size and complexity of projects undertaken.

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 Leaders**.

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Certification

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

Position Title and Work Unit	Name	Date
A/Senior Organisational Consultant Organisational Design and Analysis	Helen Mashiah	19/05/2026
Chief of Staff Office of Commissioner of Police	Commander John Leembruggen	19/05/2026