



# Assistant Developer

## POSITION DESCRIPTION FORM

**Region / Portfolio:**

State Intelligence and Command

**Position Description Number:**

227942

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

Data Science and Analytics

**Level:**

Level 4

**Business/Work area:**

Data Capability and Insights

**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: Perth

**This position may be exposed to sensitive or disturbing content.**

**Position Objective**

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Under guidance, designs, develops, innovates and implements data capabilities to support operational, analytical and intelligence outcomes for the Western Australia Police Force. Assists in developing graph data models, data orchestration, software and analytics components, ensuring scalability, performance, and maintainability across the agency's graph analytics platform. Works collaboratively with peers and stakeholders.

**Role of Work Unit**

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Data Capability and Insights (DCI) Unit is responsible for the design, development and management of data capabilities and insights that support strategic, operational and tactical outcomes for the Western Australia Police Force.

DCI work closely with other areas within the Data Science and Analytics (DSA) Division to enhance current data related capabilities and tools, such as the Agency's graph analytics platform, as well as developing new and innovative solutions which use data and information to enhance intelligence capabilities, provide the ability to solve crime faster and contribute to community and officer safety.

DCI use the latest technologies to ensure that DSA and the WA Police Force remain at the forefront of emerging data capabilities.

**Reporting Relationships**

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This position reports to:

- Data Capability and Insights Manager, Level 7

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 Technical Development and Delivery (85%)

- 1.1 Under guidance, designs, develops and implements data capabilities, ensuring solutions meet analytical, operational and performance requirements.
- 1.2 Under guidance, designs, analyses and implements database architecture (graph), ensuring best practice across schema design, data modelling and solution implementation.
- 1.3 Under guidance, designs, analyses, and performs software development and integration within existing Data Science and Analytics platforms.
- 1.4 Under guidance, evaluates contemporary approaches and tools, incorporating relevant advancements into the solution stack.
- 1.5 Under guidance, prepares technical and non-technical briefings, reports, guidelines and supporting documentation for the agency personnel.
- 1.6 Under guidance develops and optimises Neo4J databases, cypher queries, python components, SQL transformations, and data orchestration pipelines for graph ingestion.
- 1.7 Under guidance, executes comprehensive testing procedures, including unit, black-box, and automated testing, to ensure the accuracy, reliability and quality of delivered solutions.

### 2 Communication and Engagement (10%)

- 2.1 Assists in the capture, analysis, and documentation of user requirements to ensure solutions align with operational needs and business outcomes.
- 2.2 Communicates and collaborates effectively within the team and provides clear, timely reports on progress, risks, and outcomes to support informed decision-making.

### 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)

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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 2** security clearance for the duration of their appointment in the position.

## Work Related Requirements

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### Essential

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

Technical expertise

Understanding software development or data engineering concepts, with an ability and willingness to learn technologies such as graph databases, Python, SQL, and data pipelines. Applying basic programming or analytical skills to support the development, testing and maintenance of data capabilities under guidance. Learning and implementing basic testing practices (e.g., unit, black-box, and automated testing).

Analytical and problem-solving skills

Investigating and resolving straightforward technical issues, following structured troubleshooting steps and recognising when to seek direction. Applying a methodical approach to understanding data, system behaviours, and technical requirements.

Planning and organisational skills

Organising work, managing assigned tasks, and meeting agreed deadlines with support. Following established procedures, documenting work clearly, and contributing to project outcomes as part of a team.

Communication skills

Preparing simple documentation, contributing to briefings, and explaining technical information in a clear and structured way appropriate to the audience. Working collaboratively with colleagues, sharing information, and contributing to a positive team environment. Engaging respectfully with users and stakeholders. Providing basic system support and communicating in a clear and helpful manner.

### Desirable

Relevant training, degrees/coursework or experience in software development, data engineering, analytics or a related technical field.

Exposure to contemporary data technologies or public sector environments.

Cypher and Python programming language experience.

## Capability Framework

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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

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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**.

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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
Organisational Design Officer Organisational Design and Analysis	Pamela Soares	18/05/2026
Assistant Director Data Science and Analytics	Janelle Baily	19/05/2026

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