



Mobile Camera Operations Equipment Officer

POSITION DESCRIPTION FORM

Region / Portfolio:

Specialist and Support Services

Directorate / Command / District / Division:

Road Policing Command

Work Unit:

Road Policing Mobile Camera Operations

Position Description Number:

Generic 605

Rank / Level / Band:

Level 2

Employment Conditions

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

Location: Midland

Position Objective

Provides support to ensure the operational effectiveness of the Road Policing Mobile Camera Operations Unit by undertaking a range of clerical and logistical duties including, rostering and general maintenance to Camera Operations vehicles and associated equipment.

Role of Work Unit

Road Policing Mobile Camera Operations encompasses the operation and deployment of the Western Australia Police Force safety camera fleet comprising of mobile safety cameras and trailable assets.

Reporting Relationships

This position reports to:

- Team Leader / Training Officer, Level 3

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Administration (65%)

- 1.1 Ensures all data collection, statistical recording and tracking processes are updated and maintained.
- 1.2 Compiles and assists with rosters incorporating camera locations, operators, vehicles and trailable assets.
- 1.3 Records and assists with the movement of all camera operations related equipment throughout the state.
- 1.4 Arranges and assists with the service, maintenance and fitouts of camera vehicles including trailable assets
- 1.5 Arranges and assists with the service, maintenance and repair of camera equipment through contracted providers.
- 1.6 Monitors fault recording and reporting, ensuring repairs are carried out in a timely manner.
- 1.7 Ensures operations are in accordance with standard operating procedures and Occupational Health and Safety standards.
- 1.8 Maintains equipment and components in accordance with approved levels and ensures continued supply by creating relevant requisitions.
- 1.9 Supports other staff with accurate data entry including, though not limited to, equipment transfers and receipts in RMIS.

2 Liaison (20%)

- 2.1 Liaises and consults with WA Police Force personnel, fleet and equipment contractors, and other maintenance providers regarding fleet and equipment issues.
- 2.2 Supports camera operations in the decision-making process around basic maintenance, upkeep and troubleshooting of Camera Operations assets, when required.
- 2.3 Ensures that the Coordinator Road Policing Mobile Camera Operations and respective Team Leaders are informed of relevant issues.

3 Maintenance (10%)

- 3.1 Maintains and makes minor repairs to various components associated with safety camera equipment and accessories.
- 3.2 Undertakes minor maintenance of camera vehicles including changing light bulbs and maintaining fluid levels.

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

Preparing logistical instructions and rostering utilising spreadsheets and word documents in a clear and concise manner. Preparing reports and correspondence. Building and sustaining positive relationships with team members, and internal and external stakeholders.

Organisational skills

Managing own workload effectively by planning and prioritising work to meet deadlines. Demonstrating self-motivation and initiative to achieve work objectives with minimum supervision.

Problem solving skills

Identifying, analysing and providing solutions to issues clearly and concisely within a dynamic environment.

Possession of a current Western Australia 'C' class motor driver's license

Driving independently to and from required locations.

Physical fitness

Demonstrated physical capacity to lift and move bulky equipment, setting up equipment in accordance with the *Work Health and Safety Act 2020*.

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
Organisational Design Officer Organisational Design & Analysis	Pamela Soares	19/07/2024
Commander Road Policing Command	Mike Bell	24/07/2024