



Communications Network Analyst

POSITION DESCRIPTION FORM

Region / Portfolio:

Technology

Position Description Number:

Generic 287

Directorate / Command / District / Division:

Radio & Electronic Services

Level:

Level 4

Business/Work area:

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: Maylands

Position Objective

Develops, analyses and maintains configuration and encryption systems associated with the Western Australia Police Force radio and data networks, including associated software applications and databases. This contributes to maintaining an effective and secure communications system. Prepares, analyses and distributes technical reports relating to network and terminal equipment configuration and security. Maintains software and hardware configuration control for communications network infrastructure and terminal equipment.

Role of Work Unit

Radio and Electronic Services (RES) is responsible for the delivery, management and support of critical communications and electronic systems that enable operational policing across Western Australia.

RES provides voice radio and wireless data communications, vehicle mobile data, Automatic Vehicle Location (AVL), Automatic Number Plate Recognition (ANPR), audio and visual technologies, and general electronics support for the WA Police Force. RES develops and maintains these systems to mission-critical standards and provides direct operational support and expertise through the deployment of specialised communications equipment to ensure the continuity of policing operations.

Reporting Relationships

This position reports to:

- Assistant Manager, Level 6

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Configuration Administration (30%)

- 1.1 Maintains and supports the daily operation of the voice radio and mobile data networks to maintain system operation and security.
- 1.2 Updates and maintains version control of configuration profiles for terminal equipment, radio site equipment and core network infrastructure.
- 1.3 Updates and distributes software applications, firmware, technical documentation and configuration profiles as required.
- 1.4 Provides system administrative functions for relevant components of the system, reports on fault and failure event details and evaluates risk to the provision of service.
- 1.5 Coordinates with applicable staff and actions lost/stolen procedures for terminal equipment to maintain the integrity of the voice radio and mobile data networks.
- 1.6 Provides input into planning, processes and procedures.
- 1.7 Participates in communications specific training.

2 Encryption Administration (30%)

- 2.1 Programs Key Variable Loaders (KVL) and the Key Management Facility (KMF).
- 2.2 Coordinates, initiates and verifies key-changes to all terminal devices including special operation units/squads.
- 2.3 Coordinates and administers key updates including creation, back-up and recovery processes and day to day monitoring of key status.
- 2.4 Assists with monitoring radio deployment location and profile validation.
- 2.5 Administers voice radio network security access.

3 Liaison (10%)

- 3.1 Liaises with internal departments, specialist units, Police Communications Centre, project staff and other government departments.
- 3.2 Liaises externally with contractors and suppliers.

4 Technical Analysis and Reporting (25%)

- 4.1 Provides specialist technical support and advice.
- 4.2 Implements testing of operational system enhancements and reconfiguration.
- 4.3 Analyses voice radio and mobile data networks, cross-checks systems and databases to troubleshoot and rectify or prevent issues.
- 4.4 Analyses and determines the impact of configuration changes to the voice radio and mobile data networks and provides recommendations.
- 4.5 Produces technical reports and analyses trends to assist network capacity planning and to address issues.

5 Other (5%)

- 5.1 Understands and complies with information security policies and procedures to mitigate areas of information security risk by ensuring the integrity, confidentiality, availability and security of information holdings/systems.
- 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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Work Related Requirements

Essential

Analytical, conceptual and problem-solving skills

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

Investigating and analysing issues within a communications or information technology environment. Identifying issues and solving problems within a secure communications network.

Knowledge of data and telecommunications applications including encryption and security standards

Using software applications associated with radio and data communications systems and associated encryption, and security protocols, in a large-scale environment. Understanding the impact of errors on network security, integrity and operational performance.

Knowledge of radio communications networks and equipment.

Understanding how modern communications networks and associated equipment operate.

Organisational skills

Prioritising tasks and meeting deadlines.

Communications skills

Responding to enquiries from personnel within and external to the agency. Preparing documentation, general correspondence and complex reports. Liaising with a diverse range of internal and external personnel. Working as a member of a team.

Computer skills

Using Windows based software applications and other relevant technical applications. Accurately entering data, which could impact officers' critical communication lifeline in the field.

Desirable

Possession of or working towards a relevant tertiary qualification

In the fields of communications, information technology or network security.

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
A/Organisational Design Consultant Organisational Design and Analysis	Pamela Soares	05/06/2026
A/Assistant Director RES	Paul Belajich	06/06/2026