



Technical Administrative Officer

POSITION DESCRIPTION FORM

Region / Portfolio:

Technology

Position Description Number:

207603

Directorate / Command / District / Division:

Radio & Electronic Services

Level:

Level 4

Business/Work area:

Radio & Electronic Services

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

Contributes to the effective and efficient operations of Radio and Electronic Services (RES) through leases, licences, Memorandums of Understanding (MOUs), site management activities, procurement governance, contract and tender development, documentation control and commerce workflow processes.

Role of Work Unit

Radio and Electronic Services forms part of the State Communications Division and is responsible for the delivery, management and support of critical communications and electronic systems that enable operational policing across Western Australia.

RES provides specialist voice and radio communications, mobile data, audio-visual, imaging and general electronic support to members of the Western Australia Police Force. The unit also delivers technical expertise to support the capture, enhancement, management and exchange of information for evidential, security and investigative purposes. The unit maintains governance and lifecycle management over a significant communication and electronic asset base, ensuring the effective control, compliance and availability of communication and electronic resources essential to policing operations.

Reporting Relationships

This position reports to:

- Supervisor Business Integration, Level 5

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Business Integration (95%)

- 1.1 Assists with the monitoring of the status of leasing/licensing and Memorandum of Understanding (MOU) arrangements for the WA Police Force communication sites and arranges relevant leases/licenses for land when required.
- 1.2 Assists with management of business relationships with communications site owners where the WA Police Force has or wishes to deploy communications facilities and equipment.
- 1.3 Assists with the management of the status of and arranges frequency/spectrum licensing for communications equipment, to ensure Australian Communications and Media Authority (ACMA) compliance.
- 1.3 Maintains, updates and amends communications site documentation.
- 1.4 Develops Request for Quote and Request for Tender documentation and follows process to ensure compliance with the Department of Finance procurement guidelines.
- 1.5 Develops and modifies commerce workflow process, to ensure the efficient delivery of RES services.
- 1.6 Assists with the management of accepted document control processes within the section and assists in overseeing the management of various databases, to ensure configuration management of electronic equipment is maintained.
- 1.7 Assists in identifying expenditure priorities in relation to equipment requirements, whilst evaluating operational requirements against available budget and strategic objectives.
- 1.8 Manages procurement contracts, overseeing the entire lifecycle of a supplier agreement, from drafting and negotiation to performance monitoring, variations and closure, to ensure value for money, compliance and risk mitigation.
- 1.9 Assists with the development and maintenance of the RES technical library, Definitive Software Library, technical diagrams and documents, and various databases.

2 Other (5%)

- 2.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 2.2 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.
- 2.3 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

Liaises with areas within the WA Police Force and external organisations on business processes and implements document control standards. Enabling the development and maintenance of positive relationships with all stakeholders.

Procurement and contract management skills

Overseeing the entire lifecycle of a supplier agreement, from drafting and negotiation to performance monitoring, variations and closure, to ensure value for money, compliance, and risk mitigation. Utilising effective management to ensure goods/services meet specifications, while nurturing supplier relationships to enhance performance.

Computer skills

Utilising personal computer packages, computerised records management systems and telephony management systems. Creating, completing and manipulating matrix spreadsheets.

Leasing, licencing management skills

Managing legal aspects of leasing, licensing, and MOU arrangements, to navigate complex property frameworks, negotiate terms, and manage legal compliance.

Research skills

Identifying issues, undertaking research, evaluating findings and presenting possible solutions with minimal direction.

Possession of a current WA motor drivers licence class "C"

Desirable

Possession of or working towards a relevant tertiary qualification

Possession of a diploma or relevant qualifications in commerce or strong foundational knowledge in business, finance, and administration.

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 and Analysis	Pamela Soares	29/05/2026
Assistant Manager Radio & Electronic Services	Peter Beaumont	04/06/2026