



Executive Manager

POSITION DESCRIPTION FORM

Region / Portfolio:

Technology

Position Description Number:

225978

Directorate / Command / District / Division:

Platforms and Services

Rank / Level / Band:

Level 7

Work Unit:

GIS and DMP Unit

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: Perth

Position Objective

Leads and manages the efficient operations of the Geo-spatial Information System (GIS) and Data Management Platform (DMP) Unit to ensure the accomplishing of data completeness, timeliness, currency, quality, and integrity. Drives the innovative use of data to support operational policing and for court and evidentiary purposes.

Role of Work Units

The role of the GIS and DMP Unit is to provide extensive and timely access to a wide range of spatial and non-spatial data, spatial and non-spatial analysis, spatial and non-spatial visualisation tools, and mapping. This business unit works closely with all internal business areas such as Data Science and Analytics, State Intelligence and Command, Technology and external providers to source, structure, store and deliver data, and has a critical role in the management, development, and implementation of the data products within the agency.

The GIS and DMP Unit supports data management requirements of the agency through a centralised data mesh architecture and a federal data management capability. The business unit predominately supports data management requirements through self-serve tools and fulfil ad hoc requests for spatial analyses, visualisations and mapping which cannot be met using the available self-serve tools.

Reporting Relationships

This position reports to:

- Assistant Director, Platforms and Services, Level 8

Direct reports to this position include:

- GIS Analyst/Data Administrator, Level 5 x 3
- GIS Analyst Assistant, Level 3 x 1
- GIS Officer, Constable x 1
- Various contract positions

Total number of positions under control: Varies

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Key Accountabilities

1 Management and Leadership (50%)

- 1.1 Contributes to Technology's purpose of enabling resilient and data and technology solutions that make policing easier and more effective.
- 1.2 Manages service contracts to ensure value for money outcomes are delivered through external service providers.
- 1.3 Champions improvement and innovation objectives through leadership and direction of the GIS and DMP Unit, ensuring plans translate into actions and goals are achieved.
- 1.4 Engages proactively with and serves as an advocate for innovation and improved data use across Technology teams generally.
- 1.5 Manages the planning, ongoing improvement, development and delivery of GIS architectures and data activities.
- 1.6 Plans and leads change management activity for the introduction or enhancement of data functionality.
- 1.7 Develops the capabilities of individuals and the team to achieve goals, providing support, coaching, and mentoring as required.
- 1.8 Builds and maintains a team culture and environment that supports ongoing professional development and learning.
- 1.9 Allocates resources (including financial and human) to achieve optimum effectiveness and efficiency in the delivery of outcomes within service, cost, and time expectations.
- 1.10 Identifies and acts to mitigate risk.
- 1.11 Ensures contract management is coordinated alongside the WA Police Force centralised Contract Management Model and in line with Procurement, Governance and Contract Management Procedures, Policies, Legislation and regulations.

2 GIS and Data Management (45%)

- 2.1 Ensures formal standards, procedures, guidelines, and best practices are adhered to for the development, maintenance and installation of GIS and data management applications and solutions.
- 2.2 Maintains working relationships with ICT vendors and other application service providers engaged by the agency.
- 2.3 Prepares resource requests to support approved initiatives for the provision of contract resources.
- 2.4 Provides advice to project teams and other relevant parties in relation to work that potentially impacts the GIS and DMP Unit.
- 2.5 Engages proactively with agency stakeholders to anticipate and understand business and functional requirements and ensures that applications and work products meet customer needs.
- 2.6 Develops and maintains strong partnerships with service providers and GIS and data management practitioners to facilitate awareness of developments/trends in the relevant industry and to ensure appropriate alignment with internal activity.
- 2.7 Liaises and collaborates with other business areas and external stakeholders in relation to GIS and data management matters such as the planning, design, development, configuration, testing, implementation and maintenance of spatial and non-spatial data applications, web and mobile portals and associated backend processing modules.
- 2.8 Represents the WA Police Force by leading and participating in external meetings, workshops and working groups.
- 2.9 Functions as the primary contact for significant and time-critical inquiries from agency and external stakeholders regarding emergencies, State Operations Command Centre (SOCC) requirements and major events.
- 2.10 Undertakes project management of significant projects related to the use of GIS within the agency.

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.
- 3.4 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.

Leadership and management skills

Thinking strategically, providing leadership, and building common understanding with peers within a large and complex business environment. Leading teams and achieving results. Managing physical, financial, information and human resources.

Experience in GIS

Applying ESRI desktop applications ArcGIS pro and/or Arcmap. Applying applications in the ArcGIS Suite such as ArcGIS Portal, server or ArcGIS Online and specialist extensions such as Spatial Analyst, Network Analyst, Image Analyst, Tracking Analyst, 3D Analyst, Drone2Map and GeoEvent Server. Feature Manipulation Engine (FME) or Python scripting and understanding how these are used in ESRI ArcGIS.

Experience in Data Management

Applying Master Data Management, Data Mesh Architecture and Federated Data Management.

Communication and negotiation skills

Liaising with a wide range of personnel both within and external to the agency. Negotiating with both senior representatives and technical experts regarding the deployment of internal and external resourcing to address agreed priorities. Negotiating deadlines for deliverables. Presenting messages in a clear, concise manner to bring awareness and influencing change to all levels including management. Selecting the most appropriate medium for conveying information and tailoring communications style and message to accommodate different audiences.

Contract management

Understanding contract management issues, policies, procedures, legislation, and regulations. Managing service contracts to deliver value for money outcomes. Addressing underperformance as required. Understanding practices, trends, techniques, and best practice in contract management and purchasing.

Project management, planning and organisational skills

Managing and implementing projects, achieving quality outcomes, monitoring, and evaluating achievement of strategic objectives. Providing direction and supervising the activities of contractors / service providers.

Analytical and conceptual skills

Thinking critically and problem solving. Developing and implementing effective solutions to complex problems. Interpreting and evaluating data. Making evidence-based recommendations for improvement.

Desirable

Tertiary qualification in a relevant field

Spatial Information, Mapping or Information Technology.

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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](#).

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 Consultant Organisational Design and Analysis	Helen Mashiah	26/09/2024
Assistant Commissioner Technology	Assistant Commissioner Paul Dallimore	26/09/2024