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|  | **WESTERN AUSTRALIA POLICE**  **POSITION DESCRIPTION** |

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| **POSITION DETAILS** | **Position Description Number:**  216176 |
| **Position Title:**  Equipment Officer | **Rank/Level/Band**  Level 3 |
| **Region/Portfolio/Directorate:**  Intelligence Portfolio | **Award/Agreement:**  Current PSA, PSGOGA and Agency Specific Agreement |
| **District/Branch:**  Intelligence Operations | **Location / Suburb:**  Perth |
| **Sub-district/Section:**  Police Technical Unit | **Registered Copy Date:**  August 2015 |
| **Working Conditions/Special Allowances:**  Normally day shift, Monday to Friday, however, the position may be required to work outside normal hours for operational reasons in accordance with the relevant Industrial Agreement(s). | |

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| **POSITION OBJECTIVE**  Contributes to the provision of effective and efficient management of the Police Technical Unit store by coordinating and managing resources, including firearms and vehicles to ensure support for the Unit’s objectives. |

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**REPORTING RELATIONSHIPS**

**THIS POSITION** REPORTS TO:

Title: Rank/Level/Band:

Officer In Charge Senior Sergeant

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**THIS POSITION**

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POSITIONS REPORTING TO **THIS POSITION**:

Title: Rank/Level/Band:

Nil

**Total number of positions under control:** Nil

**Direct: Indirect:**

**Budget Managed:** Nil

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**ORGANISATIONAL VALUES**

MISSION

To enhance the quality of life and well-being of all people in Western Australia by contributing to making our State a safe and secure place.

VALUES

The foundation of our values and service philosophy are six non-negotiable principles of conduct, behaviour and practices that are expected of everyone in the Western Australia Police (WA Police). These are honesty, empathy, respect, openness, fairness and accountability.

**The Western Australia Police promote a workplace that is discrimination free, is fair and equitable, values diversity and provides for a safe and healthy working environment.  In accordance with the organisation’s professional standards and Code of Conduct the Agency advocates a high level of ethics and integrity by all employees.**

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**Role of WORK Unit**

The Police Technical Unit (PTU) provides technical assistance either by overt or covert means by gathering information on criminal investigations through the Tasking and Coordinating Group (T&CG) process.

**KEY RELATIONSHIPS**

For the purpose of managing the PTU store and equipment the incumbent liaises with various external stakeholders including, contractors and other policing jurisdictions.

**Decision making role**

The position operates in a dynamic and changing technical environment having decision-making authority to assist with preparation and the effective day to day management of physical resources.

The incumbent has the authority to provide advice and to make decisions on day to day technical repair issues to enable enhancement of capabilities both overt and covert. Matters on equipment purchasing or policy that impact on the Unit’s service delivery will be referred to the Officer In Charge or the Senior Technical Advisor.

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**ACCOUNTABILITIES/DUTIES**

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|  | Freq | % |
| 1 ADMINISTRATION 1.1 Contributes to the effective and efficient operation of the PTU by attending to daily technical administrative duties.  1.2 Liaises with the Officer In Charge and Operations Manager in relation to equipment requirements, ensuring the availability for operations.  1.3 Accesses, maintains and identifies equipment for repairs to ensure the Unit’s ability in service delivery.   * 1. Liaises with equipment vendors for repairs and maintenance and coordinates accordingly.   1.5 Assists in the management of vehicle servicing and liaises with service areas.  1.6 Ensures stock control of firearms and organises the repair and/or maintenance.  1.7 Undertakes responsibility for the quality management of the Technical Unit store.  1.8 Complies with Governance requirements and practices.  1.9 Participates on Operations and or NCTC Exercises for the purpose of issuing equipment.  1.10 Contributes to the Annual Stocktake process and maintains an awareness of the status and location of assets.  **2 OTHER**  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 Undertakes other duties as directed. | D  D  D  D  D  R  D  D  O  A  O  D | 95  5 |
| *FREQUENCY: D = Daily, W = Weekly, R = Regularly, O = Occasionally, A = Annually* |  |  |

**WORK RELATED REQUIREMENTS**

***For the work related requirements of all police officer positions refer to the WA Police Intranet Site, Professional Development, Police Promotions, WA Police Capability Framework for competency profiles at relevant Rank.***

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| **SPECIALIST PRE-REQUISITE(S)** |
| It is a requirement that the position holder is successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 2** security clearance for the duration of their appointment in the position. |

***ABLE TO DEMONSTRATE:***

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| **Essential WORK RELATED REQUIREMENTS** | **Context within which work related requirements will be applied and/or general standard expected.** |
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| 1 Communication (written and verbal) skills. | Liaising with internal and external contacts for the purpose of repairs and maintenance. Providing advice and making recommendations on day to day matters. |
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| 2 Interpersonal skills. | Working within a team environment and interacting with various personnel. |
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| 3 Problem solving ability.  4 Computer skills. | Determining action to take in regards to day to day technical repair issues.  Utilising Microsoft Office including Word and Excel. |
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| 5 Possession of a current WA motor driver’s licence class “C”. |  |
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| DESIRABLE WORK RELATED REQUIREMENTS |  |
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| 6 Knowledge of technical equipment.  7 Knowledge of equipment storeroom management. |  |

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**CERTIFICATION**

We have carefully reviewed this Position Description and are satisfied that it fully and accurately describes the Western Australia Police requirements of the position.

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| **Certified By:** | Name and Signature | **Date** |
| **Workforce Consultant (Design)** | Louise Middleton  Workforce Design & Consultancy | August 2015 |
| **Branch/Division Head** | Kate TAYLOR  A/ Detective Divisional Superintendent  Intelligence Operations | August 2015 |
| **Portfolio/Directorate Head**  **(pre-requisite/specialist criteria noted and agreed)** | Paul STEELE  A/ Assistant Commissioner  Intelligence Portfolio | August 2015 |

OFFICE USE ONLY

Classification Review Date: