



# Assistant Commissioner

## POSITION DESCRIPTION FORM

**Region / Portfolio / Directorate:**

Various – as assigned

**Position Description Number:**

1301

**District / Branch:****Rank / Level / Band:**

Assistant Commissioner

**Employment Conditions**

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Industrial Agreement/Award: This position is a Prescribed Office of the Salaries and Allowances Tribunal. The remuneration is determined by the SAT. The conditions align with the Public Service and as contained in the Contract of Employment.

Work Pattern: Generally Monday to Friday but this position also works outside of standard business hours and weekends as required.

Location: Various

**Position Objective**

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A key position within the Executive team of the Western Australia Police Force (WA Police Force) that leads and manages a portfolio of core policing functions to achieve the strategic intent of the agency. The position contributes to the development and ongoing integrity and reputation of the WA Police Force as a trusted and valued policing organisation. The role fosters an environment which encourages care, integrity, a sense of duty and teamwork and is responsible for innovation and strategic and collaborative partnerships that promote continuous improvement across the WA Police Force.

**Role of Work Unit**

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WA Police Force is the State's principal law enforcement agency, responsible for the largest police jurisdiction in the world and services a growing population of approximately 2 million. The WA Police Force provides services to the community in maintaining public order; the protection of life and property; the prevention, detection and prosecution of crime; and the rendering of assistance to those in need.

There are nine Assistant Commissioner positions that lead a portfolio of core policing functions across the WA Police Force.

**Reporting Relationships**

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This position reports to:

- Commissioner of Police )
- Deputy Commissioner ) Dependent upon location
- Executive Director )

Direct reports to this position include:

- Various

Total number of positions under control: Varies

Position Title: Assistant Commissioner	Rank, Level or Band Assistant Commissioner	Position Number: 1301
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## **Key Accountabilities**

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1. Leads, develops and implements the operational/specialist policing functions within an assigned portfolio in pursuit of providing exceptional policing to the community of Western Australia. Provides leadership and communication strategies to the portfolio/region that contribute to achieving strategic and corporate objectives.
2. Collaborates across the Agency to ensure their portfolio of operational/specialist policing functions is supporting the achievement of objectives within other portfolios.
3. Progresses positive culture change aligned with the values of duty, care, integrity and teamwork and ensures the leadership, management and supervision occurring within the portfolio fosters the desired culture of the WA Police Force.
4. Directs operational matters throughout the portfolio/region to provide valued and trusted policing for Western Australia and assumes a Command role when appropriate/required.
5. In conjunction with other state, national and international policing/public/private organisations undertakes initiatives that have a whole of government or multiple agency focus.
6. Leads the development and implementation of change within the WA Police Force.
7. Represents the WA Police Force at relevant state and national forums and within the community.
8. Ensures the portfolio/region maintains capabilities in technical, investigative, intelligence and professional expertise sufficient to undertake the operational/specialist policing functions within the portfolio and that high quality support and advice is available to front-line staff.
9. Controls the resources of the portfolio/region by ensuring human, physical, technological and information resources are strategically deployed to address business requirements and sustain service delivery. Achieves delivery within the parameters and budget that has been set.
10. Models and ensures compliance with human resource management policies including health and safety, equal opportunity and the code of conduct. Ensures that adequate plans, policies and strategies are in place for building a corruption resistant police force.
11. Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.

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### Specialist Pre-requisite(s)

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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.

### Work Related Requirements

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**Police officer positions are to refer and apply the WA Police Capability Framework when addressing work related requirements.**

### Capability Framework

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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.

### Certification

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The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Position	Name	Date
Senior Workforce Consultant, Workforce Design & Consultancy	Louise Middleton	16 April 2018
Commissioner of Police	Chris Dawson	16 April 2018