



# Inspector

## POSITION DESCRIPTION FORM

**Region / Portfolio / Directorate:**

Generic

**District / Branch:**

Generic

**Work Unit:**

Generic

**Position Description Number:**

1548

**Rank / Level / Band:**

Inspector

### Employment Conditions

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Industrial Agreement/Award: Current Police Industrial Agreement

Work Pattern: Salary: Allowances applicable to hours worked in excess of 40 hours per week (on duty as required)

Location: Varies

### Position Objective

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Contributes to the strategic and operational objectives of effective police services within the Western Australia Police Force (WA Police Force) in accordance with policies, procedures, legislative requirements and public standards of accountability.

### 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. 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.

This position is found in a number of work units across the Agency.

### Reporting Relationships

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This position reports to:

- Assistant Commissioner
- Commander
- Superintendent
- Director, Level 9
- Assistant Director, Level 8

Direct reports to this position include:

- Varies dependant on location

Total number of positions under control: Varies

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## Key Accountabilities

### 1. Strategic Development (25%)

- 1.1 Contributes to the achievement of corporate, operational, and more specifically strategic objectives, in accordance with policies, procedures, legislative requirements and public standards of accountability.
- 1.2 Contributes to the implementation and management of change in collaboration with the Manager/Officer in Charge.
- 1.3 Assists in the development and implementation of strategies to ensure achievement of area objectives and ensures business and service delivery goals are met.
- 1.4 Implements strategies to ensure the highest possible level of service delivery to satisfy the needs and expectations of customers and to minimise complaints against the WA Police.

### 2. Operational Focus (25%)

- 2.1 Coordinates and allocates the deployment of resources and formulates plans and strategies to maximise the Agency's capability to respond to high risk incidents and major events.
- 2.2 Coordinates regional/district objectives by ensuring that business and service delivery goals are effectively communicated and achieved and professional and ethical standards maintained/sustained.
- 2.3 Provides administrative and operational support to the Manager/OIC/Superintendent/Commander.
- 2.4 Undertakes unique duties, as required, relevant to specific work location.

### 3. Management (25%)

- 3.1 Manages and coordinates the operations of the unit/division/work location, ensuring activities of the area are performed in accordance with policies, procedures, guidelines and legislation as well as external stakeholder protocol requirements.
- 3.2 Manages the activities of subordinate staff and ensures the effective utilisation of resources.
- 3.3 Ensures that any matters affecting the unit/division/work location are brought to the attention of the Manager/Superintendent/Commander.
- 3.4 Mitigates risks by ensuring team compliance with statutory and agency requirements within business areas.
- 3.5 Promotes and ensures the ethical standards, professionalism and integrity of the Agency, supports equity and diversity in the workplace and provides a safe and supportive working environment.
- 3.6 Makes decisions to ensure the provision of an effective and efficient police service in accordance with the Agency's strategic plans, business plans, strategies and operational objectives.

### 4. Negotiation, Liaison and Representation (20%)

- 4.1 Consults and negotiates with senior management and internal and external stakeholders and establishes and maintains effective working relationships.
- 4.2 Represents the area and attends conferences, committees, working parties and forums as required.
- 4.3 Ensures the dissemination of relevant information and data to stakeholders and interest groups including other internal areas, external agencies and the public.
- 4.4 Develops and maintains partnerships with representatives from the public and private sector, other police institutions/jurisdictions, members of the community and represents the WA Police Force at state and national meetings/conferences.

### 5. Other (5%)

- 5.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 5.2 Builds and maintains collaborative relationships with Aboriginal communities, developing and enhancing trust, and promoting mutual respect, greater safety and a reduction in crime. (where required).
- 5.3 Undertakes other duties as directed.

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## Specialist Prerequisite(s)

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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 or LEVEL 2** (dependant on location) 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 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 Title	Name	Date
Workforce Officer Organisational Design & Analysis	Paul Walling	20/12/2019
Executive Manager, Organisational Design & Analysis	Dianne Hopkinson	20/12/2019