



Psychologist

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

Human Resources Directorate

District / Branch:

Health Welfare and Safety Division

Work Unit:

Psychology Unit

Position Description Number:

Generic 526

Rank / Level / Band:

Specified Calling Level 2

Employment Conditions

Industrial Agreement/Award: Current PSA, PSGOGA and Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Incumbent will be required to provide after hours On Call service as per a duty roster. Incumbent may be required to travel within the State or to the Northern Territory at short notice.

Location: Perth

Position Objective

Delivers psychological interventions and support as well as critical incident stress management services to Western Australia Police Force (WA Police Force) personnel and their families. Provides a advisory and consultancy service to supervisors, managers and other relevant personnel concerning the welfare of WA Police Force personnel. Liaises with other public sector agencies and private providers concerning ongoing services for personnel and develops and contributes to Agency health and welfare policies and programs. Prepares treatment plans and recommendations.

Role of Work Unit

The role of the Psychology Unit is to provide specialised psychological interventions and complex psychological assessments, including pre-employment, deployment/appointment psychological assessments as well as interventions, support and critical incident stress management services to WA Police Force personnel. The Unit provides a specialist advisory and consultancy service to supervisors, managers and other relevant personnel concerning the welfare of all personnel.

Reporting Relationships

This position reports to:

- Executive Manager, Specified Calling Level 4

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Psychological Services (%)

- 1.1 Prepares and facilitates regular 'well-being reviews' of employees across the Agency and provides ongoing support and after-care where required.
- 1.2 Monitors psychological adjustment of police employees on 'return to work programs'.
- 1.3 Manages a caseload and provides a confidential psychological counselling service to all police employees for a range of work based and personal issues.
- 1.4 Provides critical incident early interventions, counselling and follow-up assessments, ensuring that police employees receive support when involved in any potentially distressing or traumatic incidents.
- 1.5 Provides support, information, advice and recommendations to OIC's/Managers/Supervisors regarding the management of employees who experience psychological difficulties.
- 1.6 Provides an after-hours emergency service including advice, counselling, consultancy, support, assessments and referral on an 'On-Call Duty Roster' basis.
- 1.7 Generates awareness, provides advice and information to employees on the external Employee Assistance Program (EAP) and makes referrals to this service when appropriate.
- 1.8 Prepares and maintains psychological case files and reports.
- 1.9 Designs, develops, and presents/facilitates training programmes on a range of issues to promote the well-being of WA Police Force employees.

2 Management and Administration (%)

- 2.1 Ensures the effective liaison and integration with other relevant services within Health Welfare and Safety Division (H&S) and other branches in the Human Resource Directorate.
- 2.2 Maintains electronic recordkeeping systems through timely loading and securing of all confidential information such as case notes, client reports, test results, correspondence etc.
- 2.3 Identifies, researches, develops, plans, implements, evaluates and reviews Agency policy and programs, relating to H&S, aimed at improving the wellbeing of WA Police Force personnel.
- 2.4 Maintains and develops a contemporary learning approach on extending professional knowledge and skills.

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 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 2** security clearance for the duration of their appointment in the position.

Work Related Requirements

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

Specialist Essential	Context in which work related requirements will be applied and or general standard expected.
Accredited degree in Psychology	Current registration as a Psychologist with the Psychology Board of Australia.
Knowledge of and experience in Clinical Assessment	Application and interpretation of a range of clinical assessment instruments and methods. Ability to assess risk clients may hold for self and/or others.
Stress management skills	Providing appropriate early intervention, counselling, support and advice to individuals and groups affected by post incident stress.
Counselling skills	Providing counselling to varied client base, in terms of demographics and presenting issues. Ability to tailor interventions according to clients' needs. Planning, managing and prioritising caseloads.
Communication skills	Developing and evaluating training programs. Delivering presentations to groups on a range of psychological topics. Liaising with a range of personnel both within and external to the Agency. Preparing correspondence and reports and ability to work in a multidisciplinary team environment.
Analytical and conceptual	Developing and undertaking research of a clinical, applied and evaluative nature. Identifying, developing, implementing, evaluating and reviewing clinical practices and Agency policies and programs.

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.

Certification

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

Position Title and Work Unit	Name	Date
A/Organisational Design Consultant, Organisational Design & Analysis	Pamela Soares	06/09/2019
Divisional Superintendent, Health Welfare & Safety Division	Superintendent Glenn Feeney	09/09/2019