



Psychologist

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

Human Resources Directorate

District / Branch:

Health and Safety Division

Work Unit:

Psychology Unit

Position Description Number:

New

Rank / Level / Band:

Proposed Specified Calling Level 1

Employment Conditions

Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

Work Pattern: Monday - Friday: 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

Provides psychological support and counselling to an allocated cohort of Western Australia Police Force (WA Police Force) personnel. Provides an advisory and consultancy service to managers and other relevant personnel concerning the welfare of WA Police Force personnel, including pre-deployment assessments (under supervision). Delivers training and education on psychosocial factors, stigma reduction and peer support program. 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.

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 (70%)

- 1.1 Undertakes psychological assessment (under supervision), of police officers and police staff to determine suitability for employment within specialist or high-risk areas of the WA Police Force.
- 1.2 Conducts regular 'well-being reviews' of employees across the Agency and provides ongoing support and after-care, where required.
- 1.3 Manages a caseload (with regular supervision) and provides a confidential psychological counselling service to all police employees for a range of work based and personal issues.
- 1.4 Prepares and maintains psychological case files and reports.
- 1.5 Provides an after-hours emergency service (under supervision) including advice, counselling, consultancy, support, assessments and referral on an 'On-Call Duty Roster' basis.
- 1.6 Analyses client needs and provides a confidential psychological counselling service and follow-up assessments to all police employees, for a range of work based and personal issues.
- 1.7 Provides support, information, advice and recommendations to OIC's/Managers/Supervisors, regarding the management of employees who experience psychological difficulties.
- 1.8 Generates awareness and provides information to employees on the external Employee Assistance Program (EAP) and makes referrals to this service when appropriate.
- 1.9 Under direction, develops, prepares and presents training on a range of issues, to promote the well-being of WA Police Force employees.

2 Administration (25%)

- 2.1 Assists with effective liaison and integration with other relevant services within Health and Safety Division and other branches in the HR 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 Under supervision identifies, researches and implements Agency policy and programs, relating to Health and Safety Division, aimed at improving the wellbeing of WA Police Force personnel.
- 2.4 Uses psychological principles to contribute to the development of intervention plans for WA Police Force employees.

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

Essential	Context in which work related requirements will be applied and or general standard expected.
Qualifications	A degree in Psychology and eligibility for full registration with the Psychologists Board of Australia.
Clinical Assessment skills	Organising and conducting psychological assessments under supervision, in line with referral questions. Applying and interpretation a wide range of clinical assessment instruments and methods. Assessing risks that clients may hold for self and/or others.
Counselling skills	Providing counselling services to police employees for a range of work based and personal issues. Using psychological principles to contribute to the development of intervention plans for WA Police Force employees. Planning, managing and prioritising caseloads (with regular supervision).
Communication skills	Developing, preparing and presenting training on a range of issues, to promote the well-being of WA Police Force employees. Liaising with a range of personnel both within and external to the Agency and providing advice. Preparing correspondence, reports, policies and procedures. Working in a multidisciplinary team environment.
Analytical and conceptual skills	Identifying, researching and implementing Agency policy and programs, relating to Health and Safety Division, to improve the wellbeing of WA Police Force personnel.

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
Workforce Officer, Organisational Design & Analysis	Pamela Soares	03/01/2020
A/Executive Manager, Psychology Unit	Renae Hayward	DD/MM/YYYY
Director, Human Resources	Karen Roberts	DD/MM/YYYY