



# Senior Disclosure Officer

## POSITION DESCRIPTION FORM

**Region / Portfolio / Directorate:**

State Crime

**District / Branch:**

Major Crime

**Work Unit:**

State Crime Disclosure Unit

**Position Description Number:**

Generic 323

**Rank / Level / Band:**

Level 4

### Employment Conditions

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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

Location: Perth

### Position Objective

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Assists investigators with the gathering and collection of disclosure material that is the subject of more complex or contentious cases under investigation. The position accesses sensitive information emanating from cases under investigation and interprets legislation and policy, and exercises judgement and discretion on the appropriate disclosure of this information.

### Role of Work Unit

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### Reporting Relationships

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This position reports to:

- Disclosure Supervisor, Level 5

Direct reports to this position include:

- Disclosure Officer, Level 3 (1 to 19)

Total number of positions under control: up to 19 (varies depending on out-posting requirements)

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## Key Accountabilities

### 1 Disclosure 80%

- 1.1 Receives allocated disclosure applications which include a level of complexity, contentiousness and/or sensitivity and assists investigating officers with the collation of case management material and the preparation of evidence and disclosure materials for court briefings.
- 1.2 Analyses and retrieves information from all relevant databases and sources to enable the preparation of disclosure documents and information in accordance with legislation.
- 1.3 Analyses case management information relating to complex and contentious cases under investigation and makes decisions on the relevance and appropriateness of admissible material.
- 1.4 Liaises with and develops and maintains effective working relationships with investigating officers and senior officers on disclosure issues and the release of information.
- 1.5 Contributes to the maintenance of intelligence holdings and disclosure information and documents and ensures that relevant data is entered into the appropriate databases and case management system.
- 1.6 Administers and maintains case management recordings of documents and information in accordance with current procedures and legislative requirements.
- 1.7 Interprets and applies relevant legislation and complies with the protocols for the management of security procedures.
- 1.8 Liaises and negotiates with internal and external departments, to obtain relevant data and share information.
- 1.9 Contributes to briefings delivered to management teams regarding risks, significant issues to be addressed and legislative implications.
- 1.10 Researches and provides accurate and timely advice in response to enquiries on the disclosure of information often relating to sensitive and contentious cases under investigation.

### 2 Supervision and Coordination 15%

- 2.1 Supervises and provides direction and training to Disclosure Officers and ensures all members of the team are contributing towards specified outcomes.
- 2.2 Undertakes quality assurance of work to maintain a high standard of service.
- 2.2 Ensures all team members consistently follow administrative processes and legislative expectations.
- 2.3 Ensures all matters relating to or affecting staff or the Unit are brought to the attention of the Disclosure Supervisor.
- 2.4 Assists the Disclosure Supervisor with performance management of disclosure officers.

### 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 1** security clearance for the duration of their appointment in the position. *(if located within State Crime Portfolio)*
- Successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 2** security clearance for the duration of their appointment in the position. *(if located within State Intelligence and Command Portfolio)*

It is a requirement of this position that applicants undertake a psychological assessment to determine their suitability, and as an incumbent, agree to undergo periodical psychological assessments, as required.

## Work Related Requirements

Essential	Context in which work related requirements will be applied and or general standard expected.
Communication skills	Liaising and negotiating with stakeholders and maintaining customer relationships. Building and maintaining effective working relationships, internally and externally. Preparing reports, memos and general correspondence. Making recommendations for action.
Ability in the interpretation and application of legislation, policy and procedures	Interpreting and applying legislation, including the Criminal Investigations Act and Criminal Procedures Act. Applying processes and procedures to enable decision making on the disclosure of information.
Ability to oversee the quality and integrity of information	Ensuring the quality and integrity of information to be evaluated and disclosed and that the release of information is in accordance with relevant policies, procedures and legislation. Ensuring consistency in decision making and disclosure processes.
Analytical and conceptual skills	Sourcing, evaluating and analysing information relating to more complex cases under investigation to ensure compliance with the relevant policies and legislation. Researching information sources, identifying issues and formulating solutions.
Organisational skills.	Coordinating workloads, determining priorities and meeting timeframes. Time management and meeting deadlines.
Supervision skills	Providing direction and guidance, encouraging teamwork, setting priorities.
<b>Desirable</b>	
Knowledge of criminal and civil law procedures	
Knowledge of Rapid Redact system	

## 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
Organisational Design Consultant, Org Design & Analysis	Martine Dimond	15 January 2020
Assistant Commissioner, State Crime	Brad Royce	16 January 2020