



Disclosure Officer

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

State Crime Portfolio

District / Branch:

Major Crime

Work Unit:

State Crime Disclosure Unit

Position Description Number:

Generic 313

Rank / Level / Band:

Level 3

Employment Conditions

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

Work Pattern: Monday - Friday: May be required to work outside normal operating hours

Location: Various

Position Objective

Assists investigating officers with the gathering and collection of disclosure material including reviewing evidence, case management systems and investigate holdings; edit information and produce disclosure documents in accordance with legislation.

Role of Work Unit

Western Australia Police Force (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.

Reporting Relationships

This position reports to:

- Senior Disclosure Officer, Level 4

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

Position Title: Disclosure Officer	Rank, Level or Band Level 3	Position Number: Generic 313
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Key Accountabilities

1 Disclosure (95%)

- 1.1 Receives requests for the disclosure of information and assists investigating officer with the collation of case management material and the preparation of evidence and disclosure material for court hearings.
- 1.2 Liaises with investigating officers and senior personnel on disclosure and the release of information and assists in the compilation of disclosure documents and items.
- 1.3 Obtains and assesses information from all relevant databases and sources and prepares disclosure documents and information in accordance with legislation.
- 1.4 Analyses case management information and makes decisions on the relevance of admissible material.
- 1.5 Contributes to the maintenance of intelligence holdings and disclosure information and documents and ensures that relevant data is entered accurately and into the appropriate databases and case management system.
- 1.6 Records all information and intelligence in accordance with current procedures and legislative requirements.
- 1.7 Receives, researches and responds to requests for current and previous case files, outcomes and decisions.
- 1.8 Adheres to the Agency protocols for the management of security procedures.
- 1.9 Interprets and applies relevant legislation including, but not limited to the Criminal Investigations Act and the Criminal Procedures Act.
- 1.10 Liaises and consults with internal and external departments to obtain relevant data and share information.
- 1.11 Undertakes the lodgement and serving of court documents and other associated documentation.
- 1.12 Ensures the timely presentation of written correspondence and other relevant documentation.
- 1.13 Undertakes administrative duties and ensures they are consistent with relevant awards, agreements, legislation and policies.
- 1.14 Ensures that any matters affecting the operation of the business unit are brought to the attention of the Supervisor.

2 Other (5%)

- 2.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 2.2 Undertakes other duties as directed.

Position Title: Disclosure Officer	Rank, Level or Band Level 3	Position Number: Generic 313
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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

Developing and maintaining rapport with internal and external stakeholders. Working collaboratively within a team to meet priorities and outcomes. Providing a professional customer service to internal and external stakeholders. Drafting and preparing reports, letters, memorandums and documents with attention to detail.

Ability to apply relevant legislation, policy and procedures

Interpreting and applying legislation, policies and procedures in relation to the disclosure of documents and information.

Problem solving skills

Sourcing and assessing information to ensure compliance with processes, policies and legislation. Researching information sources, identifying issues and formulating solutions.

Organisational skills

Managing and prioritising own workload to meet deadlines. Working autonomously with minimal supervision.

Desirable

Knowledge of criminal law and civil 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