



Radio Technical Officer

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

Business Information Systems

District / Branch:

Radio Electronic Services (RES)

Interagency Collaboration Program (ICP)

Work Unit:**Position Description Number:**

Generic 91

Rank / Level / Band:

Level 4

Position Category:

Choose an item.

Employment Conditions

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

Requires travel within the state of Western Australia.

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

Location: various

Position Objective

Provides critical support to the operation of an effective police communications network by developing, installing and maintaining communications and associated electronic equipment.

Role of Work Unit

The positions are located within Radio Electronic Services (RES) and Interagency Collaboration Program (ICP).

The Radio & Electronic Services primary role is the provision of voice radio, mobile data and automatic vehicle location (AVL) systems and general electronics support for WA Police Force. The unit develops and maintains these systems to mission critical standards. RESU also provides direct operational support by deploying specialised field facilities for contingency policing operations.

The ICP is responsible for establishing emergency services strategies in line with government strategic objectives, emergency services principles and contemporary management practices and technologies. The ICP includes Western Australia Police Force (WA Police Force), Department of Fire and Emergency Services and Department of Justice.

Reporting Relationships

This position may report to:

- Assistant Manager, Level 6, or
- Assistant Director, Level 8

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Technical

- 1.1 Analyses operational and technical issues impacting the radio communications network, working with multiple vendors to identify, develop and implement solutions.
- 1.2 Proactively assesses corrective and preventative maintenance requirements to ensure radio communications network reliability is maximised and maintained.
- 1.3 Responds to critical network issues to ensure that an appropriate level of radio communications is maintained for frontline officers.
- 1.4 Liaises with other emergency service communications specialists to establish interagency radio communications as required.
- 1.5 Provides support, technical advice, input and review for project teams enhancing and upgrading the digital data and voice network.
- 1.6 Monitors and evaluates the relationships between operational requirements and technical capabilities, and recommends alternatives to enhance operational benefits, reliability and performance of electronic equipment and associated work procedures.
- 1.7 Conducts performance evaluations and testing on complex electronic equipment to a standard compliant with the manufacturer's specifications.
- 1.8 Utilises, maintains and calibrates electronic test equipment and facilities according to established regulatory performance specifications.
- 1.9 Liaises with vendors in relation to site and vehicle installation activities.
- 1.10 Liaises with police jurisdictions Commonwealth and State government agencies including Department of Fire and Emergency Services,, Water Corporation, Department of Biodiversity, Conservation and Attractions, Western Power, St. John Ambulance Australia, Department of Justice, Department of Finance and various telecommunications agencies and other private enterprises.
- 1.11 Reviews, analyses and reports on incident faults impacting on system performance and optimisation.
- 1.12 Assists with the integration of engineering changes to radio communications and associated electronics and participates in equipment specific training.
- 1.13 Maintains expertise in the analogue, digital voice and data networks.
- 1.14 Participates in maintenance service trips, fault repair trips and operational support works.

2 Other

- 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.

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Work Related Requirements

Essential

Context in which work related requirements will be applied and or general standard expected.

Qualification	Possession of a diploma or relevant qualifications in electronic engineering, telecommunications or equivalent trade certificate.
Communication	Liaising with areas within the agency and with external organisations on matters pertaining to electronic equipment. Producing reports on completion of faults and liaising with external contractors. Liaising with a wide range of personnel i.e. Operational Officers who have problems they need advice on. Resolving faults by gaining information. Dealing with operational staff.
Analytical and conceptual	Ability to utilise initiative in a technological or communications environment. Using initiative in solving communication faults. Ability to diagnose and repair faults in a wide range of electronic equipment and radio network systems in a practical environment to an acceptable high standard. Diagnosing and repairing radio electronic faults. Installing and maintaining radio network equipment.
Mobile Radio	Knowledge in land mobile radio communications equipment and Spectrum Management regulations. In relation to Australian Communications Authority specifications and regulations.
Organisation	Ability to meet strict deadlines and comply with accepted quality assurance procedures with minimal direct supervision. Undertaking projects and scheduled maintenance efficiently and effectively within specific time frames.
Driver's Licence	Possession of a current WA motor driver's licence class "C".

Desirable

Possession of an ACMA Base Cabling licence.
 Possession of a current Restricted Electrical Workers' Licence – RE.

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	Name	Date
Workforce Officer, Workforce Design and Consultancy	Pamela Soares	15/06/2021
Chief Information Officer, Business Information Systems	Andrew Cann	17/06/2021