



Police Auxiliary Officer – Property Management

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

State Crime
Metropolitan Region

Position Description Number:

PAO 004

District / Branch:

Various

Rank / Level / Band:

Band 1

Work Unit:

Various

Employment Conditions

Industrial Agreement/Award: Current WA Police Auxillary Officers Enterprise Order

Work Pattern: Dependent on area; day shift, Monday to Friday, or shift work position in accordance with relevant industrial agreement provisions. May be required to work additional hours outside rostered shifts to meet operational requirements.

It is a requirement of the incumbent to:

- Be able to wear the appropriate clothing as supplied by the Western Australia Police Force (WA Police Force), during rostered hours only.

Location: Various

Position Objective

Provides an efficient and effective property management/receival service to WA Police Force business units and external agencies. Dependent on location the role may have a focus on one or multiple activities such as the transportation, storage and movement of exhibits/evidence; and/or surveillance.

Role of Work Unit

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.

This position is found in a number of work units across the Agency.

Reporting Relationships

This position reports to:

- Officer in Charge (OIC), Senior Sergeant or Detective Senior Sergeant
- Supervisor, Band 2

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

Position Title: Police Auxiliary Officer – Property Mgt	Rank, Level or Band Band 1	Position Number: PAO 004
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Key Accountabilities

1 Property Management (95%)

- 1.1 Assists in providing an efficient and effective property management service to WA Police Force business units.
- 1.2 Transports property, drugs, firearms and any other equipment within the metropolitan and regional areas of Western Australia (WA).
- 1.3 Implements quality control and security measures to maintain and monitor the collection, receipt, transport, safe custody, storage and disposal of all property, seized drugs and firearms.
- 1.4 Regularly liaises with and ensures supervisor(s) is/are kept fully informed of all matters.
- 1.5 Reviews on-hand property and exhibits or drugs and considers appropriate methods to reduce property holdings.
- 1.6 Assists in the development of internal best practice regarding activities associated with the receipt, storage and disposal of Property and exhibits or drugs.
- 1.7 Provides an advisory service to internal and external customers on property management procedures and processes.
- 1.8 Coordinates and assists with administrative practices in line with the provisions of the *Work Health and Safety Act*, the Commissioner's manuals and legislative requirements.
- 1.9 Provides evidence in Court or other forums relevant to the receipt, custody, movement or disposal of exhibits.
- 1.10 Ensures security of property by monitoring security systems and building alarms including responding to alarms promptly by contacting Police Communications Centre.
- 1.11 Maintains contemporary knowledge in dangerous goods and exhibits handling.

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 Demonstrates and advocates a high level of ethics and integrity in accordance with the Agency's professional standards and Code of Conduct including reporting wrongdoing.
- 2.3 Undertakes other duties as directed.

Position Title: Police Auxiliary Officer – Property Mgt	Rank, Level or Band Band 1	Position Number: PAO 004
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Specialist Prerequisite(s)

The applicant successfully completes:

- Medical Assessment

The applicant must possess:

- A current Western Australia Manual “C Class” or Automatic “C-A” Driver’s Licence

The applicant is able to wear the appropriate protective clothing as supplied by the Western Australia Police Force and have the capacity to lift and move bulky equipment in accordance with *Work Health & Safety Act* principles and practices.

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 or 2** security clearance for the duration of their appointment in the position. (**Only applicable if deployed to certain areas within WA Police Force**).

Work Related Requirements

Specialist Essential

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

Judgement skills

Determining appropriate courses of action in an objective, rational manner to ensure prompt service delivery and team safety. Following correct processes and procedures.

Ability to understand and apply the provisions of Acts and regulations

Relating to the seizure, retention or disposal of property, including Drugs, exhibits and chemicals. Including *Misuse of Drugs Act 1981, Regulations, Poisons Act 1964, Criminal Investigation Act 2006* and *Work Health and Safety Act 2020*. Maintaining contemporary knowledge of associated practices and procedures.

Communication skills

Working in a team environment, Liaising with officers at all ranks/levels/bands. Providing a professional service. Liaising effectively with external clients. Preparing reports, memos and recommendations.

Organisation skills

Managing own workload, establishing priorities and completing delegated work within specified time frames.

Computer skills

Undertaking data entry and/or retrieval; applying accuracy and attention to detail. Utilising a variety of information and data management systems.

Personal drive and integrity

Respecting authority and chain-of-command; complying with Police Regulations, policies, orders, and lawful instructions. Behaving in an honest, ethical and professional way. Applying self with energy and drive.

Specialist Desirable

HR Vehicle Licence

Current Forklift Licence

Capability Framework

Position Title: Police Auxiliary Officer – Property Mgt	Rank, Level or Band Band 1	Position Number: PAO 004
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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, Organisational Design & Analysis	Sonia Comerford	21/04/2021
Executive Manager, Organisational Design & Analysis	Dianne Hopkinson	21/04/2021