



Police Auxiliary Officer – Interception Officer

Region / Portfolio / Directorate:

State Crime

District / Branch:

Crime Support & Services

Work Unit:

Special Operations Application Unit (SOAU)

Position Description Number:

PAO 006

Rank / Level / Band:

Band 2

Employment Conditions

Industrial Agreement/Award: Current Western Australia Police Force Auxiliary Officers Industrial Agreement

Work Pattern: The prescribed house of duty shall average 40 hours per week or 80 hours per fortnight. Shifts can be rostered on any day inclusive of Saturdays, Sundays and Public Holidays. For indicative shift patterns specific to the job location, contact will need to be made with management.

Location: Perth

Position Objective

Contributes to the prevention of crime and the detection of suspects by gathering information by covert electronic means or telecommunication interceptions. Assists in facilitating and provisioning the interception of telecommunications, compliance of record keeping and evidence preparation with due consideration to the strict legal and ethical requirements of the relevant acts governing intercepted information.

The position will either operate within the SOAU Interception Team or the SOAU Warrant Administration Team. Incumbents will receive training for the roles and may, under supervision, be moved between teams to suit demand.

Role of Work Unit

The Special Operations Application Unit is responsible for the WA Police Force response, coordination and deployment of Crime Support and Services operational resources. The unit provides both internal and external partners the ability and capability of provisioning Telecommunication Interception warrants, the authorisation of State and Commonwealth Surveillance Device Act warrants and the authorisation of Controlled Operations.

Reporting Relationships

This position reports to:

- Supervisor – SOAU Interception Team (Sergeant or equivalent); or
- Supervisor – SOAU Warrant Administration Team (Sergeant or equivalent)

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Interception and Warrants (70%)

- 1.1 Assists with the provisioning of telecommunication warrants and authorisations for interception, compliance of record keeping and evidence preparation. Due consideration to be given to legal and ethical requirements of associated legislation, specifically relating to the control and management of intercepted information.
- 1.2 Assists with the processing and submission of Telecommunications Data Requests for Information (RFI) and provides advice and assistance to investigators in order to support investigative outcomes and achieve operational outcomes.
- 1.3 Contributes to the Agency's professional and ethical reputation, by ensuring all lawfully intercepted information and surveillance device product is managed in accordance with relevant Commonwealth and State legislative requirements.
- 1.4 Ensures that all lawful interception and surveillance device product information is handled with strict compliance to the *Telecommunications (Interception and Access) Act 1979 (Commonwealth)*, *Surveillance Devices Act 1998 (State)* and *Surveillance Devices Act 2004 (Commonwealth)* by maintaining an up-to-date working knowledge of the legislation.
- 1.5 Provides effective and specific advice to investigators, regarding lawful interception and surveillance devices information.
- 1.6 Identifies and filters interceptions that involve legal professional privilege, corruption matters, or other matters which may be determined to be withheld from an investigator and/or diverted to a supervisor for assessment.
- 1.7 Assists in the prevention of crime and the detection of suspects, by gathering information from surveillance devices or telecommunication interceptions.

2 Telecommunications Administration (25%)

- 2.1 Provides accurate and timely recording of all intelligence and information in accordance with current procedures and legislative requirements.
- 2.2 Provides efficient and professional customer service to WA Police Force and external stakeholders by responding to visitors, telephone, electronic and email enquiries as required.
- 2.3 Guides and supports team members in the use and operation of computer systems, relevant legislation, and procedures as required.
- 2.4 Maintains currency in compulsory Telecommunication Interception training, knowledge of legislation, policy and procedures.
- 2.5 Aids investigators and end users on operational investigative opportunities and contemporary digital platforms and databases.
- 2.6 Maintains effective relationships with both Federal and State Government Departments, Commonwealth and State Ombudsman, Department of Home Affairs, Telecommunication providers and other eligible interception agencies.
- 2.7 As required, assists in the deployment of intelligence resources for operations emanating from tasking requests from internal and external stakeholders.

3 Other (5%)

- 3.1 Understands and complies with information security policies and procedures to ensure information systems are kept confidential and utilised efficiently.
- 3.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the Agency's professional standards and Code of Conduct.
- 3.3 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.

It is also a requirement of this position that the recommended applicant 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.
Judgement skills	Interpreting intercept data, policies and Standard Operating Procedures (SOP's). Linking, collating and processing intercept information and recording it on approved systems.
Ability to interpret and apply the provisions of relevant legislation	Interpreting legislation in order to comply with requirements of the <i>Telecommunications (Interception and Access) Act 1979</i> (Commonwealth), <i>Surveillance Devices Act 1998</i> (WA) and <i>Criminal Investigation (Covert Powers) Act 2012</i> (WA).
Written and oral communication skills	Engaging in a high level of written and oral communication as required with supervisors, investigating officers and external stakeholders. Displaying sensitivity at all times. Clarifying information.
Organisational skills	Planning, prioritising and assessing tasks whilst working towards the achievement of deadlines.
Computer Skills	Using and navigating computer systems for the purpose of compiling reports and recording information.
Specialist Desirable	
Knowledge of criminal investigation procedures	Knowledge of investigative practices and understanding how telecommunications interception, surveillance devices and controlled operations can assist an investigation.

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 Organisational Design & Analysis	Sonia Comerford	09/11/2022
Assistant Commissioner, State Crime	Assistant Commissioner Tony Longhorn	09/11/2022