



Research Support Officer

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

Strategy and Legal

District / Branch:

Legislation and Policy

Work Unit:**Position Description Number:**

Generic 498

Rank / Level / Band:

Level 3

Employment Conditions

Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Perth

Position Objective

Contributes to the evaluation, development and implementation of legislative reform to support the agency's and Government's priorities. The position researches and analyses data and information relevant to the development of legislation and provides advice, briefing notes, correspondence and other information as required.

Role of Work Unit

Legislation and Policy is responsible for ensuring the creation and maintenance of legislative environments in which police officers can effectively carry out their functions and keep communities safe. This includes the development and preparation of legislative solutions and their progression through Departmental, Ministerial and Parliamentary processes.

The Unit administers corporate knowledge information and facilitates the development and implementation of corporate policies and police manual ensures they align with the legislative environment and overarching strategic frameworks.

Reporting Relationships

This position reports to:

- Senior Research & Legislation Officer, Level 6

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Research and Project Support (85%)

- 1.1 Conducts research and prepares relevant supporting material towards the development of new legislation and amendments to existing legislation.
- 1.2 Conducts literature and legislative analysis of other jurisdictions to identify relevant and/or innovative approaches for possible progression of legislative reforms and as part of ongoing monitoring and evaluation of existing legislation.
- 1.3 Assists in the preparation and collation of submissions recommending new legislation and amendments to existing legislation on behalf of the Commissioner of Police to the Minister for Police to support the Agency's and Government's priorities.
- 1.4 Assists in the development and preparation of broad legislation outlines, with recommendations on behalf of the Minister for Police to Cabinet, seeking approval to draft legislation.
- 1.5 Researches data to identify outcomes associated with legislative changes and potential areas to be addressed to improve policing outcomes.
- 1.6 Undertakes allocated projects, or components of a more complex project, to investigate issues and/or develop and implement initiatives at a Portfolio or Agency level.
- 1.7 Assists in the preparation of detailed recommendations and explanatory précis on the legislation, on behalf of the Minister for Police, to present to Cabinet seeking approval to print legislation.
- 1.8 Works within a team environment and provides assistance to other team members as required.

2 Liaison (10%)

- 2.1 Participates in consultation with internal and external stakeholders in relation to the development, implementation, review or evaluation of legislation.

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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Work Related Requirements

Essential

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

Research and analytical skills

Undertaking research and analysis to support the formulation of evidence based recommendations to address issues. Ability to apply skills in a policing and legislative context.

Problem Solving skills

Applying critical thinking; demonstrating practical solutions/ideas as part of research piece or task allocation.

Communication skills

Presenting messages in a clear, concise manner. Focusing on key points and using appropriate language. Understanding the audience and tailoring communication style and message accordingly.

Ability to work in a team

Building and sustaining positive relationships with team members and stakeholders. Actively participating and contributing to tasks and supporting the team's development.

Organisational skills

Managing own workload and demonstrating flexibility in managing competing priorities. Establishing tasks and timeframes to successfully achieve expected outcomes.

Desirable

Possession of or progression towards, a tertiary or post-secondary qualification

With a research or criminal justice component.

Knowledge of civil and criminal law and how it impacts on policing.

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
Workforce Support Officer Organisational Design & Analysis	Marsha Qin	13/11/2020
A/Assistant Director Legislation and Policy	Diane Konstantinou	13/11/2020