



Band Officer (Drummer or Piper)

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

Operation Support

District / Branch:

Community Engagement Division

Work Unit:

WA Police Pipe Band

Position Description Number:

Generic 1

Rank / Level / Band:

Level 3

Employment Conditions

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

Work Pattern: The incumbent will be required to work 75 hours per fortnight over any 10 days in that fortnight, including shift work outside ordinary office hours and weekends. There may be also a requirement to travel intrastate, interstate or overseas, all in accordance with the relevant Industrial Agreement(s).

Location: Maylands Police Complex

Position Objective

Supports the development, improvement and maintenance of police and community relations, by participating with the Western Australia Police Force (WA Police Force) Pipe Band, at policing and community engagements and supporting Frontline services as and when required.

Role of Work Unit

The WA Police Force Pipe Band provides a proactive public relations service for WA Police Force, by performing at a variety of policing and community engagements. The Pipe Band's main objective is to promote the image of WA Police Force to the community, utilising the power of music and positive interaction through specialist musical displays at cultural and musical engagements; including parades, ceremonies, special events and community concerts.

Reporting Relationships

This position reports to:

- Officer in Charge, Band Supervisor, Level 4 & Pipe Major, Level 4

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Band duties and Community Engagements

- 1.1 Undertakes high level performances as a Drummer or Piper within the WA Police Force Pipe Band at parades, ceremonies, schools and other engagements.
- 1.2 Performs solo engagements at police funerals and other engagements.
- 1.3 Carries out presentations relating to policing activities and roles for community groups, schools and other government and non-government departments.
- 1.4 Undertakes organised practice and self-development sessions to ensure that all musical repertoire is learnt and performed to a Grade 1 pipe band standard within allocated time frames.
- 1.5 Remains informed of technology and process changes in the pipe band industry, through networking and information gathering.
- 1.6 Ensures Pipe Band instruments and uniform is maintained to the highest standard.
- 1.7 Participates in pipe band competitions and events to maintain an accepted level of professionalism and promote a high public image of themselves and the WA Police Force.
- 1.8 Assists with projects and promotion of the WA Police Force.
- 1.9 Assists administrators of the WA Police Youth Band in all functions of the Youth band's operations. This may include, but not limited to tuition, lesson planning, supervision and administration of the band.

2 Administrative Support

- 2.1 Performs administrative duties within the Pipe Band office which may include; band office duties, vehicle management, updating band website, producing band magazines, social media, marketing activities and the selling of band merchandise through WA Police Pipe Band Supporters' Association.
- 2.2 Provides administrative support to assist Frontline Services within WA Police Force, for approximately two days each week (when directed or when band duties allow).

3 Other

- 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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Specialist Prerequisite(s)

It is a requirement of this position that the successful applicant will obtain a Working with Children Check prior to commencing in the position.

Possession of a valid driver's licence (Auto or Manual transmission). Non-WA driver's licences must be converted within 3 months of taking up residency in Western Australia.

Work Related Requirements

Essential

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

Communication

Delivering presentations. Liaising with a wide range of personnel internally and externally to WA Police Force. Understanding local cultural issues. Interacting with the community at ceremonies, parades and events.

Instrument maintenance

Ability to tune and maintain pipe band instruments to a high standard.

Achieving KPIs

Display initiative to work towards the WA Police Force Key Performance Indicators and Objectives. Ability to work independently and in a team environment.

Marching drills

Ability to undertake drill and marching duties. Participating in parades and ceremonies.

Music competency

High level of musicianship with a minimum level of Pipe Band Grade 2 competency as a Drummer or Piper and ability to sight read music.

Desirable

- Ability to play a secondary musical instrument to a high standard, relevant to ongoing WA Police Force Pipe Band concert capability (backing musician or soloist) with the pipe band.
- Ability to effectively utilise recording software and hardware, and contribution to sound production. Such as ProTools & iMac and any other current software applicable of the day.

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
Organisational Establishment Officer Organisational Design and Analysis	Marsha Qin	15/6/2021
OIC District / Branch Head	Sergeant Darren King	15/6/2021