



# Community Liaison Officer (Aboriginal)

## POSITION DESCRIPTION FORM

**Region / Portfolio:**

Operations Support  
(RWA and Metropolitan Region – Physical location)

**Position Description Number:**

PAO 010

**Directorate / Command / District / Division:**

RWA or Metropolitan District Engagement and Support

**Rank / Level / Band:**

Band 3

**Work Unit:**

Various

### Employment Conditions

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

Work Pattern: Prescribed hours of duty in accordance with relevant industrial agreement provisions and flexible working arrangements

Location: Various

### Position Objective

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Builds links with the local Aboriginal communities in order to support frontline policing in non-confrontational roles. Working with Aboriginal communities, families and individuals, the position aims to encourage and support participation in appropriate programs, strategies and/or initiatives with a view to community building.

Encourages positive engagement and collaboration between the Western Australia Police Force and local Aboriginal communities, families and individuals. Builds and maintains collaborative relationships with Aboriginal people, developing and enhancing trust, and promoting mutual respect, greater safety and a reduction in crime.

Promotes participation in culturally appropriate practices, protocols, programs, strategies and/or initiatives with a view to community building.

Promotes WA Police Force members to engage in community immersion, fostering relationships with Aboriginal communities and stakeholders for safer communities.

### Role of Work Unit

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The 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. The 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

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This position reports to:

For Daily operational tasking

- District Engagement & Support Manager, Senior Sergeant or Officer in Charge, Senior Sergeant or Sergeant, or Shift Supervisor, Sergeant subject to deployment location

Program Lead

- Assistant Director, Community Liaison, Level 8

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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## Key Accountabilities

### 1 Aboriginal Relations (35%)

- 1.1 Creates relationships between Aboriginal communities and WA Police Force representatives by establishing and maintaining effective communication, rapport and promoting a partnership environment in which communities are encouraged to collaborate with WA Police Force to resolve issues.
- 1.2 Works with Aboriginal communities, families and individuals to identify and support participation in appropriate programs, strategies and/or initiatives in order to build community relationships and/or reduce offending behaviour and victimisation.
- 1.3 Assists in developing crime reduction strategies which assist in addressing emerging issues, local underlying causes of crime and disorder by providing local knowledge in relation to Aboriginal cultural and community issues.
- 1.4 Develops and maintains knowledge of traditional owners of the local area, understanding community and family relationships.
- 1.5 Engages and in partnership with families, individuals, and community groups, identifies how they want their community to work with police and determine how they can contribute to policing outcomes for their community.
- 1.6 Engages and works with local Aboriginal youth to develop and build their relationship with, and understanding of, the WA Police Force.
- 1.7 Attends to field and triage community queries to ensure the appropriate agency or organisation are informed and can respond appropriately.

### 2 Cultural Knowledge and Awareness (30%)

- 2.1 Identifies emerging community issues, social tensions and community problems and reports information to WA Police Force.
- 2.2 Informs local police of Aboriginal issues specific to the District.
- 2.3 Provides support to the District by offering advice on cultural matters, encompassing traditions, language and connection to country, ensuring that police responses to incidents align with cultural appropriateness.
- 2.4 Assists Districts to identify culturally appropriate staff development initiatives and opportunities, participating in programs to support Aboriginal employees.
- 2.5 Coordinates with the WA Police Force and participates in relevant cultural events and ceremonies as appropriate.
- 2.6 Develops and maintains knowledge of Aboriginal groups in the local area and their relationships to each other.
- 2.7 Establishes partnerships with traditional owners and local Aboriginal groups to support localised, place-based inductions for WA Police Force staff.

### 3 Police Support (30%)

- 3.1 Provides advice, guidance and local knowledge in cultural sensitivity to enable awareness, respect and understanding of Aboriginal culture, society and obligations, in order to assist WA Police Force personnel in responding to incidents with cultural appropriateness and enhancing police relations with Aboriginal groups.
- 3.2 Assists frontline officers by providing support to Aboriginal persons who are in a conflict situation.
- 3.3 Assists frontline officers by using local knowledge to locate persons for welfare concern reasons such as missing persons, hospital absconders, or victims.
- 3.4 Attends and assists with youth engagement and activities as a diversionary initiative to encourage meaningful outcomes for Aboriginal youth.
- 3.5 Builds and maintains collaborative relationships with Aboriginal people, developing and enhancing trust, and promoting mutual respect, greater safety and a reduction in crime.
- 3.6 Develops and maintains close relationships with local service providers, for young people regarding available intervention and diversionary activities, programs and initiatives.
- 3.7 Identifies young people at risk of offending in the future and engages the family and child to participate in intervention and diversion programs suitable to their needs.
- 3.8 Supports police operations to assist in delivering policing outcomes.

### 4 Other (5%)

- 4.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 4.2 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.
- 4.3 Undertakes other duties as directed where culturally safe and appropriate not jeopardising mutual trust with Aboriginal communities, families and individuals.

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## Specialist Prerequisite(s)

- Being of Aboriginal or Torres Strait Islander background is a genuine occupational qualification for this position within the meaning of Section 50(d) of the *Equal Opportunity Act 1984* (WA). Therefore, only applicants of Aboriginal or Torres Strait Islander background will be considered.
- The job holder successfully completes the specified training requirements of the role within an agreed period of time. Cancellation of appointment may occur where the probationary requirements are not met.

## Work Related Requirements

Specialist Essential	Context in which work related requirements will be applied and or general standard expected.
Knowledge of and/or experience in Aboriginal Affairs	Applying to areas of community engagement, policing environments and the criminal justice system.
Interpersonal skills	Working in a team environment. Displaying cultural sensitivity. Understanding local cultural issues. Establishing and maintaining relationships with management, supervisors, police officers and the community.
Communication skills	Participating in meetings and forums with a variety of stakeholders. Communicating with Aboriginal communities to build mutual trust and confidence.
Analytical and conceptual skills	Identifying community issues and determining appropriate courses of action to ensure suitable outcomes.
Organisational skills	Planning and organising to achieve required outcomes.
Personal integrity	Displaying professionalism, ethics, integrity, objectivity and impartiality in order to preserve public confidence and trust.

## 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
A/Senior Organisational Consultant Organisational Design & Analysis	Helen Mashiah	16/05/2024
A/Executive Manager Organisational Design and Analysis	Martine Dimond	16/05/2024