



Finance and Communications Officer

POSITION DESCRIPTION FORM

Region / Portfolio:

Operations Support

Directorate / Command / District / Division:

Property Management Division

Work Unit:

Firearms Buy-Back

Position Description Number:

Generic 659

Rank / Level / Band:

Level 2

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: Belmont

Position Objective

Monitors expenditure and maintains and updates records associated with the Firearm Act Reform Program (FARP) of the firearm buy-back scheme. Responds to customer enquiries regarding the scheme.

Role of Work Unit

The Property Management Division (PMD) has corporate responsibility for providing operational, technical and general support across the agency to ensure the accountable and professional storage, security, handling and management of all property (including firearms) and exhibits (evidence) holdings, state-wide.

The WA Police Force has been tasked by the WA Government to undertake legislative reform of existing legislation. The objective of the Program is to deliver the reformation of the legislation, provisioning of an IT solution to enable adherence to the new legislative requirements and the associated Agency wide change management. This Program has multiple concurrent streams of work to achieve the objective of meeting the WA Government's intended implementation.

Reporting Relationships

This position reports to:

- Officer in Charge, Senior Sergeant

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Administration (95%)

- 1.1 Monitors the finances of the Firearm buy-back scheme including coordination/recording of all finances expended by other areas of the Western Australia Police Force impacted by the scheme.
- 1.2 Attends to telephone enquiries relating to the buy-back scheme and advises customers whether their firearms are restricted under the new legislation and other related issues.
- 1.3 Interprets legislation regarding enquiries regarding the reform of Firearm controls and the buy-back scheme.
- 1.4 Records financial dispensation to firearm owners and tracks payments issued for the surrender of firearms.
- 1.5 Monitors stationary and other equipment requirements for the buy-back scheme and processes and maintains requisitions and vouchers.
- 1.6 Extracts and analyses statistical information and prepares reports on the impact of the scheme.
- 1.7 Updates the Incident Management System (IMS) audits the systems to maintain its integrity by keeping the firearms registry accurate.
- 1.8 Records ministerial correspondence and parliamentary questions received regarding the scheme and prepares background information and reports for the Officer in Charge.
- 1.9 Records correspondence relating to disputes regarding the value placed on firearms returned and verifies prices with relevant personnel.
- 1.10 Refers disputed matters to the Officer in Charge or the Firearms Reform Division.
- 1.11 Prepares correspondence for signature of the Officer in Charge.
- 1.12 Builds and maintains effective relationships with other Government agencies, including Attorney General's Department, stakeholders and community groups.

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.

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Work Related Requirements

Essential

Communication and interpersonal skills

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

Extracting/conveying information in a clear and concise manner. Completing and assisting customers to complete forms. Preparing general correspondence, reports and memorandums. Understanding customer requests and resolving issues. Using of empathy and sensitivity when dealing with customers and staff. Working within a team environment and supporting the needs of other members.

Customer Service skills

Interacting with a diverse range of customers ensuring the provision of an efficient and effective customer service which meets customer and Agency expectations. Dealing with customers and colleagues with equity.

Analytical and problem solving skills

Researching, evaluating and providing advice and recommendations on licensing matters.

Knowledge of government financial and administrative practices and procedures

Monitoring and maintaining financial expenditure.

Ability to interpret legislation

Interpreting and applying relevant legislation, policies and procedures. Providing information and advice on licensing legislative requirements in accordance with the Agency's policies and procedures.

Desirable

Knowledge of the Incident Management System, Firearms Licensing System and legislation.

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 Officer Organisational Design & Analysis	Paul Walling	23/06/2023
Divisional Superintendent Property Management Division	Superintendent Neville Dockery	23/06/2023