



# TEAM LEADER

## POSITION DESCRIPTION FORM

**Region / Portfolio / Directorate:**

Operations Support

**District / Branch:**

Property Management Division

**Work Unit:**

FARP Buy-Back Unit

**Position Description Number:**

Generic 661

**Rank / Level / Band:**

Level 3

### Employment Conditions

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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  
May be required to travel intrastate as necessary, to different locations within country regions.

Location: Belmont

### Position Objective

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Contributes to the effective and efficient operation of the Unit by providing direct supervision, quality assurance, performance management, coaching, mentoring, advice and support to the Property Exhibits Officer. Ensures compliance with legislative and regulatory requirements are being adhered to. Undertakes processing of complex firearm buy-back requests, by collating and evaluating documentation.

### Role of Work Unit

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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 Western Australia (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

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This position reports to:

- Project Manager, Sergeant

Direct reports to this position include:

- Property Exhibits Officer, Level 2 x 6

Total number of positions under control: 6

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## **Key Accountabilities**

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### **1 Team Leadership (60%)**

- 1.1 Undertakes the prioritisation and allocation of work, and reports on team performance, in consideration of service delivery priorities and key performance indicators.
- 1.2 Undertakes quality assurance of buy-back requests by ensuring the effective and efficient processing and adherence to procedures and guidelines.
- 1.3 Supervises and facilitates an environment of customer focus, excellence in service delivery, high performance and accountability within a team environment that values and recognises the contribution of all members.
- 1.4 Ensures the provision of an effective and efficient buy-back service to internal and external customers.
- 1.5 Travels intrastate, collects and transports firearms, exhibits and any other equipment within the metropolitan and regional areas of Western Australia (WA).
- 1.6 Organises, coordinates and monitors the duties of personnel within the team.
- 1.7 Provides training, mentoring and support to the team as required.
- 1.8 Builds and sustains positive relationships with internal and external stakeholders.

### **2 Research and Analysis (25%)**

- 2.1 Researches, analyses and evaluates information pertaining to firearm buy-backs, with regards to problematic and contentious cases.
- 2.2 Prepares reports and recommends actions on significant risks relating to firearm buy-backs.
- 2.3 Assists in the development, evaluation and implementation of policies, systems and procedures relating to the functions of the section.

### **3 Policy Interpretation and Advice (10%)**

- 3.1 Provides information and advice on all elements of firearm buy-back requirements and makes recommendations on any policy or legislative changes.
- 3.2 Provides stakeholders with timely advice and information for firearm buy-back requirements.

### **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.

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## Specialist Prerequisite(s)

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It is a requirement that the position holder is able to wear the appropriate protective clothing as supplied by the Western Australia Police Force and have the capacity to lift and move bulky equipment in accordance with the *Work Health & Safety Act 2020* principles and practices.

## Work Related Requirements

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### Essential

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

Supervisory skills

Ensuring the efficient provision of services of a small team through coordinating and prioritising workflow. Providing training and overseeing workflow to ensure efficiency and effectiveness of a team.

Research and evaluation skills

Ensuring quality assurance of data contained within associated systems. Researching, evaluating and providing advice and recommendations on firearm buy-back matters.

Organisational skills

Establishing task plans and focuses on achieving objectives. Determining priorities and working autonomously to achieve desired results.

Communication and interpersonal skills

Presenting messages in a clear, concise manner. Preparing reports, memos and general correspondence. Developing positive relationships with team members and clients. Liaising effectively with all levels of personnel. Ensuring the provision of an efficient and effective customer service.

Ability to interpret legislation, policies and procedures

Providing information and advice in accordance with the relevant policies and procedures. Understanding and interpreting policies, procedures and legislation relating to information management practices.

Possession of a current Australian motor drivers licence class "C" or "CA".

Driving independently to and from site locations throughout the State.

### Desirable

Possession of a current Australian high risk work licence (HRWL) for class LF (fork lift).

Knowledge of firearms operations and safety background.

## Capability Framework

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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.

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## Certification

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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	01/11/2023
Divisional Superintendent Firearm Reform Division	Lysle Cabbage	31/10/2023