



# TEAM LEADER (ADMINISTRATION AND FINANCE)

## POSITION DESCRIPTION FORM

**Region / Portfolio / Directorate:**

Operations Support

**District / Branch:**

Firearm Reform Division

**Work Unit:**

FARP Buy-Back Unit

**Position Description Number:**

225318

**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

Location: Belmont

### Position Objective

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Contributes to the effective and efficient operation of the Unit by providing direct supervision, quality assurance, coaching, mentoring, advice and support to administration staff. Ensures compliance with legislative and regulatory requirements are being adhered to. Undertakes finance tasking and requests within the Firearm Buyback Stream, by collating and evaluating payment reports and quality assurance.

### Role of Work Unit

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Firearm Reform Division (FRD) is responsible for the Government's commitment to improve community safety in relations to firearms licensing and regulations within Western Australia (WA). The Division is tasked to undertake legislative reform of existing legislation. The objective of the Firearms Act Reform Program (FARP) is to deliver the reformation of the legislation, provisioning of an information technology (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:

- Buyback Unit OIC, Senior Sergeant

Direct reports to this position include:

- Finance & Communication, Level 2 x 5
- Administrative Officers, Level 2

Total number of positions under control: 6

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## Key Accountabilities

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### 1 Coordination (40%)

- 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 firearm buyback stream finance 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 firearm buyback stream financial service to internal and external customers.
- 1.5 Organises, coordinates and monitors the duties of personnel within the team.
- 1.6 Provides training, mentoring and support to the team as required.
- 1.7 Builds and sustains positive relationships with internal and external stakeholders.

### 2 Finance (35%)

- 2.1 Co-ordinates the financial function in relation to the Firearms Buyback Stream, monitoring the budgets and maintaining financial systems.
- 2.2 Analyses and compiles financial information and returns in compliance with the *Financial Management Act 2006* and Treasurer's Instructions.
- 2.3 Provides an advisory service to the broader finance areas to investigate issues and collaborate on Firearms Buyback project to achieve service levels and team/business outcomes.
- 2.4 Produces in-depth financial spreadsheets and reports as required for analysis by Buyback OIC.
- 2.5 Oversees the maintenance and monitoring of system records of accounts against approved budget.
- 2.6 Monitors large budgets for the relevant Firearms Buyback Stream, verifies accuracy and identifies discrepancies.
- 2.7 Resolves and develops solutions to problems and issues through improving and developing methods, processes, procedures and internal controls that form part of the Agency's policies and Finance Manual.
- 2.8 Investigates duplicate and other incorrect payments and errors and discrepancies in processing and initiates appropriate corrective and follow-up action as necessary.

### 3 Administration (20%)

- 3.1 Provides information and advice on all elements of firearm buyback stream requirements and makes recommendations on any policy or legislative changes.
- 3.2 Prepares statistical reports on the Firearms Buyback for performance and governance purposes.
- 3.3 Builds and sustains positive relationships with stakeholders and provides advice and information for firearm buyback stream 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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## Work Related Requirements

### 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.

Analytical and problem solving skills

Investigating, analysing and interpreting information to resolve accounting issues and making recommendations based on relevant evidence. Conducting reconciliations and manual financial calculations. Identifying issues that may hinder completion of tasks and identifying appropriate solutions. Identifying ways to improve systems, processes and procedures.

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.

Administration and financial skills

Ensuring expenditure is processed in accordance with *Financial Management Act 2006* and Treasurer's Instructions. Managing records retention and destruction.

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.

## 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 Officer Organisational Design & Analysis	Paul Walling	11/01/2024
Divisional Superintendent Firearm Reform Division	A/Superintendent Lysle CUBBAGE	11/01/2024