



WESTERN AUSTRALIA POLICE

POSITION DESCRIPTION

POSITION DETAILS

Position Description Number:
PAO 16

Position Title:
Police Auxiliary Officer - Protective Service Officer

Rank/Level/Band
Band 2

Region/Portfolio/Directorate:
Specialist and Support Services

Award/Agreement:
Current Police Auxiliary Officers Industrial Agreement

District/Branch:
Counter Terrorism and Emergency Response
Security Operations Division

Location/Suburb:
Various

Sub-district/Section:
Protective Service Office

Registered Copy Date:
August 2016

Working Conditions/Special Allowances:

Shift work position in accordance with relevant industrial agreement provisions. May be required to work additional hours outside rostered shifts to meet operational requirements.

It is a requirement of the incumbent to:

- Be able to wear the appropriate clothing and carry operational accoutrements as supplied by the Western Australia Police (WA Police), during rostered hours only.

POSITION OBJECTIVE

Supports WA Police by providing dedicated protective security services across a number of buildings, designated places and events.

REPORTING RELATIONSHIPS

THIS POSITION REPORTS TO:

Title: Rank/Level/Band:

Supervisor Sergeant

THIS POSITION

POSITIONS REPORTING TO THIS POSITION:

Title: Rank/Level/Band:

Nil

Total number of positions under control: Nil

Direct: **Indirect:**

Budget Managed: Nil

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ORGANISATIONAL VALUES

MISSION

To enhance the quality of life and well-being of all people in Western Australia by contributing to making our State a safe and secure place.

VALUES

The foundation of our values and service philosophy are six non-negotiable principles of conduct, behaviour and practices that are expected of everyone in the Western Australia Police (WA Police). These are honesty, empathy, respect, openness, fairness and accountability.

The Western Australia Police promote a workplace that is discrimination free, is fair and equitable, values diversity and provides for a safe and healthy working environment. In accordance with the organisation's professional standards and Code of Conduct the Agency advocates a high level of ethics and integrity by all employees.

ROLE OF WORK UNIT

The Counter Terrorism and Emergency Response Command is comprised of Security Operations Division, Tactical Response Group and Emergency Management and Maritime Branch.

The Protective Service Office is under the Security Operations Division and has responsibility for providing a quality armed protective security service to designated WA Police and State Government locations, contributing to a safe and secure working environment and overall community safety.

KEY RELATIONSHIPS

Internally, the position maintains regular contact with all members of the WA Police, in particular Dignitary Protection Unit, Metropolitan District Offices, Tactical Response Group, State Security Investigation Group.

Externally, the position will liaise with members and staff of parliament, other government agencies including Australia Federal Police, private enterprise and members of the public.

DECISION MAKING ROLE

The incumbent of this position will be granted specific police powers as per their appointment to carry out the functions of the position.

The parameters within which the incumbent operates on a daily basis are established by the position's supervisor. However, the position holder will be required to exercise discretion in making decisions and taking action in an emergency situation.

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ACCOUNTABILITIES/DUTIES

	Freq	%
<p>1. <u>SPECIALIST SECURITY SERVICES</u> Undertakes physical security activities through the provision of static, foot and mobile security protection duties at designated buildings, places and events/incidents across WA as required.</p> <p>1.1 Observe, detect and report any suspicious activity or breaches of security and take action as appropriate to preserve life and property.</p> <p>1.2 Provide a first/emergency response function to security incidents, alarm activations and other related incidents.</p> <p>1.3 Exercise prescribed powers to undertake an effective response to suspected security breaches and stop, search, seize and detain in accordance with relevant laws and procedures.</p> <p>1.4 Provide security administration services, including visitor and personnel entry and premises management, when required.</p>	D	0-95
<p>2. <u>ADMINISTRATION</u> Undertakes the required administration and reporting of all incidents in line with policies/procedures.</p> <p>2.1. Prepare and submit reports and statements relating to all security incidents in line with reporting requirements.</p> <p>2.2. Ensures records are accurate and appropriately maintained, and administrative practices are consistent with the provisions of all relevant legislation, the Commissioner's manuals and other policies/procedures.</p>	D	0-95
<p>3. <u>COMPLIANCE</u> Ensures all duties undertaken are in accordance with relevant powers, legislative requirements, work locations governing polices/procedures.</p> <p>3.1 Ensures security duties and relevant powers are exercised in accordance with relevant legislative requirements, the Commissioner's manuals and other policies/procedures.</p> <p>3.2 Carries and uses a range of tactical options including firearms, as required, ensuring training requirements are adhered to and maintained in accordance with WA Police policies.</p>	D	0-95
<p>4. <u>STAKEHOLDER MANAGEMENT</u> Supports the security operational requirements of WA Police and stakeholders by communicating effectively, building and maintaining productive working relationships.</p> <p>4.1 Regularly liaises with and ensures supervisor(s) are kept fully informed of all matters.</p> <p>4.2 Provides assistance to business areas within WA Police, other law enforcement agencies and external stakeholders in a manner that fosters good working relationships and enhances the security environment.</p>	R	0-95
<p>5. <u>OTHER</u></p> <p>5.1. Understands and ensures compliance with information security policies and procedures.</p> <p>5.2 Perform other security services in support of events, incidents and undertakes other duties as directed.</p>	O	5
<i>FREQUENCY: D = Daily, W = Weekly, R = Regularly, O = Occasionally, A = Annually</i>		

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WORK RELATED REQUIREMENTS

SPECIALIST PRE-REQUISITE(S)
<p>The applicant successfully completes:</p> <ul style="list-style-type: none"> • Medical Assessment • Psychological Assessment • Physical Performance Evaluation <p>The applicant must possess:</p> <ul style="list-style-type: none"> • A current Western Australia “C Class” Driver’s Licence • A current Senior First Aid Certificate <p>The applicant is able to wear the appropriate protective clothing as supplied by the Western Australia Police and have the capacity to lift and move bulky equipment in accordance with Occupational Safety and Health (OSH) principles and practices.</p> <p>Ongoing maintenance of currency in Critical Skills is a requirement for employment in this position.</p>

ABLE TO DEMONSTRATE:

ESSENTIAL WORK RELATED REQUIREMENTS

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

1	Adaptability & judgement skills.	Exercising sound judgement to determine an appropriate course of action in an operational environment in an objective, rational manner to ensure an appropriate level of response. Following correct processes and procedures.
2	Communication (verbal and written) and interpersonal skills.	Liaising with internal and external stakeholders. Negotiating and resolving conflict, whilst engaging in potentially difficult and volatile situations. Understanding local cultural and diversity issues. Showing empathy and responding appropriately in sensitive situations. Preparing briefs and memorandums.
3	Analytical, interpretation and problem solving skills.	Understanding, interpreting and applying relevant legislation, policy and procedures. Objectively gathering facts, determining options and taking appropriate action. Identifying and referring unresolved problems in accordance with operating procedures.
4.	Team work skills.	Working as part of a team or with minimal supervision. Working with others in a professional and positive manner. Contributing to the goals and outcomes of a team environment. Developing and maintaining positive relationships with team members. Following directions and instructions. Working on own initiative, when required.
5	Personal drive and integrity.	Displaying integrity and leadership, both on a personal and professional level. Behaving in an honest, ethical and professional manner at all times. Show commitment, motivation and willingness to exert high levels of effort on behalf of WA police and for the community.

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CERTIFICATION

We have carefully reviewed this Position Description and are satisfied that it fully and accurately describes the WA Police requirements of the position.

Certified By:	Name and Signature	Date
Strategic Human Resources	_____ Marisa Kouts Executive Manager	August 2016
Security Operations	_____ Darren Seivwright Divisional Detective Superintendent	August 2016
Specialist and Support Services	_____ Paul Zanetti Assistant Commissioner	August 2016

OFFICE USE ONLY

Classification Review Date: August 2016