

Role Description

Executive Officer – Police Property Group

Cluster	Justice
Agency	NSW Police Force
Command/Business Unit	Various
Location	Various
Classification/Grade/Band	Clerk 7-8
ANZSCO Code	521111
PCAT Code	1127292
NSWPF Role Number	51236441
Date of Approval	12/07/2017
Agency Website	www.police.nsw.gov.au

Agency overview

The NSW Police Force (NSWPF) vision is for a *Safe and Secure New South Wales*, which is achieved by police working with the community to reduce violence, crime and fear.

It is one of the largest police forces in the western world, with more than 20,000 NSW Police Force employees, including more than 16,000 sworn officers providing a range of law and order services 24 hours a day, seven days a week to the socially, geographically and culturally diverse community of NSW.

The organisation has five function lines, based across a number of locations. Metropolitan Field Operations and Regional NSW Field Operations provide frontline services directly to the community. Investigations & Counter Terrorism provides investigative, technical and counter terrorism expertise. Specialist Support provides an operational support function along with a range of specialised services. The fifth function line, Corporate Services, provides business support services such as technology and communication, education and training and corporate human resources functions.

The NSWPF *Statement of Values* and *Code of Conduct & Ethics* outlines appropriate behaviour for all NSW Police Force staff. All employees of NSWPF are expected to ensure ethics are incorporated into all aspects of their work making ethical behaviour, practices and decision making a part of daily routine. This further extends to ensuring confidentiality and information security is maintained at all times.

Work, Health and Safety legislation requires all employees to have specific responsibilities. This role is responsible for ensuring that the work for which their position is responsible is carried out in ways which safeguard the health and safety of all workers.

Primary purpose of the role

The Executive Officer provides high level executive support, analysis, advice and reports regarding policy and specific initiatives to the commander/manager. The role coordinates the executive support function with emphasis on consistency of practice, quality assurance, standardised reporting, and compliance to corporate standards and policies.

Key accountabilities

- Develop and maintain the executive support function for the command/business unit with an emphasis on consistency of practice, quality assurance, standardised reporting, and compliance to corporate standards and policies.
- Prepare and collate reports, submissions and ministerial correspondence across a range of issues impacting upon the command/business unit, ensuring compliance with corporate standards and policies, and within agreed timeframes.
- Provide advice, interpretation and prepare information concerning policy issues.
- Provide training and 'help desk' support to staff across the command/business unit in areas of executive and administrative support.
- Manage the command/business unit's records through the corporate records management systems in accordance with legislation, policy and procedures.
- Review reports and requests for information and prepare and collate responses in respect to policies, and operational issues and outcomes.
- Manage the administration of the command/business unit's employee awards and recognition processes utilising corporate systems in accordance with policy and procedures.
- Conduct compliance audits and general checks to ensure compliance of general administrative and executive systems and processes.

Key challenges

- Managing competing priorities and providing consistently high levels of support, given heavy workloads, short deadlines, and the need to maintain confidentiality and act with discretion.
- Managing competing priorities and high-volume workload to ensure compliance with responses within required timeframes.
- Maintain up to date knowledge of legislation, policies, guidelines, business rules, and emerging policing and legislative changes which have the potential to impact upon the command/business unit.

Key relationships

Who	Why
Ministerial	
Commissioner/Minister	<ul style="list-style-type: none"> • Information exchange
Internal	
Commander/Manager	<ul style="list-style-type: none"> • Information exchange to inform decision making • Escalate issues, keep informed, advise and receive instructions regarding policy matters
Direct Reports	<ul style="list-style-type: none"> • Lead, direct, manage and support performance and development
Customers/Clients	<ul style="list-style-type: none"> • Information and exchange of advice • Respond to enquiries where possible and escalate issues where necessary
External	
Customers/Clients	<ul style="list-style-type: none"> • Information exchange and advice • Respond to enquiries where possible and escalate issues where necessary

Role dimensions

Decision making

This role has autonomy to make decisions in relation to the prioritisation and facilitation of administrative functions and allocation of resources in liaison with their manager.

Reporting line

This role depending on the command/business unit may report to the following:

- Executive Director PPG – SE Band 2

Budget/Expenditure

This role has a financial delegation of \$5000 - General Financial Delegation - Schedule 1 - Category 8 up to \$5,000 expenditure.

Essential requirements




- Obtain and maintain the requisite security clearances for this position.
- Experience in policy issues and ministerial guidelines and processes.



Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework.

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Intermediate
	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Adept	<ul style="list-style-type: none"> Be flexible, show initiative and respond quickly when situations change Give frank and honest feedback/advice Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively Raise and work through challenging issues and seek alternatives Keep control of own emotions and stay calm under pressure and in challenging situations
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Monitor own and others' non-verbal cues and adapt where necessary Create opportunities for others to be heard Actively listen to others and clarify own understanding Write fluently in a range of styles and formats
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services Understand customer perspectives and ensure responsiveness to their needs Identify customer service needs and implement solutions Find opportunities to co-operate with internal and external parties to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant stakeholders within the community

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> Research and analyse information, identify interrelationships and make recommendations based on relevant evidence Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness Identify and share business process improvements to enhance effectiveness
Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> Apply computer applications that enable performance of more complex tasks Apply practical skills in the use of relevant technology Make effective use of records, information and knowledge management functions and systems Understand and comply with information and communications security and acceptable use policies Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> Perform basic research and analysis which others will use to inform project directions Understand project goals, steps to be undertaken and expected outcomes Prepare accurate documentation to support cost or resource estimates Participate and contribute to reviews of progress, outcomes and future improvements Identify and escalate any possible variance from project plans
People Management Manage and Develop People	Intermediate	<ul style="list-style-type: none"> Ensure that roles and responsibilities are clearly communicated Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks Develop team capability and recognise and develop potential in people Be constructive and build on strengths when giving feedback Identify and act on opportunities to provide coaching and mentoring Recognise performance issues that need to be addressed and work towards resolution of issues

Version Control

Version	Summary of Changes	Date
V1.0	Position Description translated into Role Description template	12.07.2017

V1.1	Added NSWPF role number	17.10.2017
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