Role Description
Crime Scene Officer

Cluster	Justice
Agency	NSW Police Force
Division/Branch/Unit	Forensic Evidence & Technical Services Command
Location	Various locations
Classification/Grade/Band*	Clerk Grade 5/6
ANZSCO Code*	311499
PCAT Code	1226192
Role Number	51227745
Date of Approval*	27/12/2017
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 following all NSWPF health and safety policies, and taking all reasonable care that their actions or omissions do not impact on the health and safety of others.

Primary purpose of the role

The Crime Scene Officer's primary role is to identify and examine forensic evidence and provide evidence regarding their examinations to the judiciary. Some roles may require the collection of forensic evidence from both deceased and living persons and/or presumptive testing of drugs and sub-sampling of bulk drugs in a laboratory environment.

Key accountabilities

- Attend, assess, record, collect and process forensic evidence from both major crime scenes and exhibits to support NSWPF investigations.

- Preparation of briefing notes, maintain case records, statements, data and other correspondence as required, on issues relevant to the examination of crime scenes and forensic evidence
- Maintain accurate case records via electronic and manual systems in accordance with NATA standards.
- Present technical forensic evidence in criminal proceedings, inquests and other judicial enquiries.
- Maintain an awareness of developments in forensic science relevant to the services provided by the Forensic Services Group.
- Maintain all facilities and equipment to the appropriate NATA standards.
- Comply with training requirements and proficiency testing programmes to achieve and maintain expertise with the field of Crime Scene/Fingerprints/Ballistics (as appropriate).

Key challenges

- Delivering quality examinations within required timeframes, given competing demands and priorities, the need to address unforeseen issues, the high volume of work and the need to work independently.
- Ability and willingness to perform the inherent requirements of the position.
- Capacity to cope psychologically with various scenes of violent death and/or injury.

Key relationships

Who	Why
Internal*	
Manager	- Escalate issues, propose solutions and provide updates - Provide advice on technical forensic examinations
Work team	- Support the team and work collaboratively to contribute to achieving the team's business outcomes
Clients/customers	- Deliver quality advice on forensic examinations - Monitor, address and/or escalate requests and provide services - Manage the flow of information, seek clarification and provide advice and responses
External	
Client/Customers	- Monitor, address and/or escalate requests - Manage the flow of information, seek clarification and provide advice and responses - Information exchange

Role dimensions

Decision making

The Crime Scene Officer has autonomy in organising their own activities and setting priorities on a day to day basis within the overall framework of the unit's business plan.

The role incumbent makes decisions in relation to examination priorities and sequencing regarding forensic examinations in consultation with the unit's Team Leader.

Reporting line

Team Leader, Sergeant

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Obtain and maintain the requisite security clearances for this position.
- Relevant scientific qualifications/practical experience in photography and forensic evidence recovery or relevant experience in the field of investigation/forensic science.
- Willingness and ability to attend major crime scenes including those of a bio-hazardous nature throughout the State
- Willingness and ability to work on a seven day rotating roster and, where required, to undertake rotational shift work and "on call" duties.
- Physical ability and fitness to perform the inherent requirements of the position, including carrying equipment (average weight 15 kgs), climbing ladders and into and out of confined spaces
- Obtain and maintain expertise in Crime Scene/Fingerprints/Ballistics (as appropriate) as assessed by the Australian Forensic Field Sciences Accreditation Board
- Willingness to participate in initial and ongoing psychological assessments
- Current NSW drivers licence (6 month clear driving record)

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	Foundational

NSW Public Sector Capability Framework*		
Capability Group	**Capability Name**	**Level**
Relationships	**Communicate Effectively**	**Intermediate**
	Commit to Customer Service	**Intermediate**
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
Results	**Deliver Results**	**Intermediate**
	Plan and Prioritise	Intermediate
	Think and Solve Problems	**Intermediate**
	Demonstrate Accountability	Foundational
Business Enablers	Finance	Foundational
	Technology	**Adept**
	Procurement and Contract Management	Foundational
	Project Management	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	• 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	Intermediate	• Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Relationships Commit to Customer Service	Intermediate	• Support a culture of quality customer service in the organisation • Demonstrate a thorough knowledge of the services provided and relay to customers • Identify and respond quickly to customer needs

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Co-operate across work areas to improve outcomes for customers
Results Deliver Results	Intermediate	• Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
Results Think and Solve Problems	Intermediate	• Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit
Business Enablers Technology	Adept	• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Identify opportunities to use a broad range of communications technologies to deliver effective messages • Understand, act on and monitor compliance with information and communications security and use policies • Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business • Support compliance with the records, information and knowledge management requirements of the organisation

Version Control

Version	Summary of Changes	Date
V1.0	Position Description translated into Role Description template	29.09.2016
V1.1	Agency Overview amended and added NSWPF role number	22.09.2017
V2.0	Amendments and updates made to RD	27.12.2017