Role Description
Scene of Crime Officer

Cluster	Stronger Communities
Agency	NSW Police Force
Command/Business Unit	Forensic Evidence & Technical Services
Location	Various
Classification/Grade/Band	Clerk 5-6
ANZSCO Code	531111
PCAT Code	1119192
NSWPF Role Number	
Date of Approval	25/07/2017
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 four 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. Corporate Services, provides business support services such as technology and communication, education and training and corporate human resources functions.

The NSW Police Force is a proud employer of a diverse range of people. This includes, but is not limited to, people who identify as Aboriginal or Torres Strait Islander, LGBTIQ, people, with disability, people who come from a variety of cultural, religious or ethnic backgrounds, and workers of all ages. The NSWPF is committed to reflecting the diverse community we serve and creating an inclusive and respectful workplace for all employees, where difference is embraced, contributions are valued, and everyone has a sense of connection and belonging. This enables the growth and development of a talented and diverse workforce across the state, in a wide range of roles, at all levels.

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 Scene of Crime Officer's primary role is the provision of technical support services with regard to the gathering and interpretation of forensic examination at volume crime scenes.

Key accountabilities

- The forensic examination of non complex crime scenes and examination of exhibits where non-complex techniques are required including those of a bio-hazardous nature.
- Preparation of briefing notes, maintain case records, statements, data and other correspondence as required, on issues relevant to the examination of non-complex crime scenes.
- Maintain relevant facilities and technical equipment to the highest standards.
- Maintain an awareness of developments in forensic science relevant to the services provided by the Forensic Services Group.
- Maintain a current awareness of equipment and procedures used in the examination of non-complex crime scenes.
- Present technical evidence in criminal proceedings and other judicial inquiries.
- Record and acquit exhibits in accordance with NSWPF policy and procedures.

Key challenges

- Delivering quality examinations within required timeframes given competing demands and priorities, the need to address unforseen 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 confronting scenes.

Key relationships

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

Role dimensions

Decision making

The Scene of Crime 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 and in consultation with the unit's team leader.

Reporting line

- Team Leader - Sergeant
- Coordinator – Senior Sergeant
- Manager – Inspector

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 work on a seven day rotating roster and, where required, to undertake rotational shift work 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.
- Willingness to participate in initial and ongoing psychological assessments.
- Current NSW drivers license (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	Intermediate
	Act with Integrity	Intermediate
	Manage Self	**Intermediate**
	Value Diversity	Foundational
Relationships	**Communicate Effectively**	**Intermediate**
	Commit to Customer Service	**Intermediate**
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
Results	**Deliver Results**	**Intermediate**
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
Business Enablers	Finance	Foundational
	Technology	**Intermediate**
	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 Manage Self	Intermediate	• Adapt existing skills to new situations • Show commitment to achieving work goals • Show awareness of own strengths and areas for growth and develop and apply new skills • Seek feedback from colleagues and stakeholders • Maintain own motivation when tasks become difficult
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 • 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
Business Enablers Technology	Intermediate	• 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

Unclassified

Version Control

Version	Summary of Changes	Date
V1.0	Position Description translated into Role Description template	25.07.2017
V1.1	Added NSWPF role number	22.09.2017
V1.2	Command amended	18.12.2017
V1.3	Update reporting line, Agency Overview & Cluster	28.05.2020

Roles attached

Position Number	Region	Position Number	Region	Position Number	Region	Position Number	Region
51236432							