

Role Description

Armourer



Cluster	Justice
Agency	NSW Police Force
Command/Business Unit	Police Armoury
Location	Sydney Police Centre, Surry Hills
Classification/Grade/Band	Armourer
ANZSCO Code	3999999
PCAT Code	1119192
NSWPF Role Number	
Date of Approval	06/04/2018
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 position is responsible, under direction, for the provision, maintenance and evaluation of all Police weapons and associated equipment. The position also provides key support and reports to the Armoury Workshop Supervisor.

Key accountabilities

- Perform repairs and maintenance of Police firearms, appointments and associated equipment.
- Undertake authorised modifications to specialist weapons used by NSW Police.
- Undertake repairs and maintenance of armoury equipment/machinery.
- Assist in the security and accountability of Police firearms, appointments and associated equipment and ensure the safe handling of firearms and ammunition at all times.

- Assist in the technical evaluation of new weaponry and munitions as required.
- Assist with the receiving of stores and ammunition.
- Manage high volume work flow in an orderly and efficient manner.
- Perform duties of the position whilst having an understanding of quality control and testing standards.

Key challenges

- Prioritise repair and maintenance tasks to ensure that sufficient fully functional firearms and weapons remain available for issue.
- The position operates in a busy and diverse workplace and there is a requirement to manage conflicting workload issues.
- Ensure strict workshop records are maintained for repairs and maintenance on all Police weapons and equipment.

Key relationships

Who	Why
Internal	
Senior Armourer	<ul style="list-style-type: none">• Provide relevant information to allow Senior Armourer to be aware of any issues with Police weapons or equipment• Communicate and information exchange of daily taskings
Work Team	<ul style="list-style-type: none">• Information exchange• Work collaboratively to provide best ongoing maintenance of all Police weapons and equipment
Internal Clients / Customers	<ul style="list-style-type: none">• Provide advice and solutions to arising issues• Provide information to police personnel regarding appropriate use and maintenance of police weapons and equipment
External	
Suppliers/Vendors	<ul style="list-style-type: none">• Information exchange between Police Armoury and vendors relating to equipment issues.

Role dimensions

Decision making

The position holder must be able to determine the priority of tasks to be undertaken in order to ensure sufficient firearms and equipment are available.

Reporting line

- Workshop Supervisor – Sergeant
- Senior Armourer

Direct reports

- Nil

Budget/Expenditure

- Nil

Essential requirements

- Obtain and maintain the requisite security clearances for this position.
- Qualified fitter and machinist or toolmaker.





- Extensive knowledge and demonstrated practical experience in firearm repairs, testing, maintenance and the correcting of precision rifles.
- Demonstrated practical experience as a fitter working on large production machinery.
- Sound experience in welding, plasma cutting, heat treatment, metal finishing and the application of protective coatings.
- Willingness to give evidence in court to report on technical issues if required.
- Willingness and ability to undertake intra-state travel as part of the ongoing weapon servicing program.

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	Foundational
	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	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Foundational
	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 Act with Integrity	Foundational	<ul style="list-style-type: none"> Behave in an honest, ethical and professional way Take opportunities to clarify understanding of ethical behaviour requirements Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role Speak out against misconduct, illegal and inappropriate behaviour Report apparent conflicts of interest
Relationships Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> 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
Relationships Work Collaboratively	Foundational	<ul style="list-style-type: none"> Work as a supportive and co-operative team member, share information and acknowledge others' efforts Respond to others who need clarification or guidance on the job Step in to help others when workloads are high Keep team and supervisor informed of work tasks
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> 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 Procurement and Contract Management	Foundational	<ul style="list-style-type: none"> Comply with basic ordering, receipting and payment processes Apply basic checking and quality control processes to activities which support procurement and contract management

Version Control

Version	Summary of Changes	Date
V1.0	Position Description translated into Role Description template	06.04.2018