Role Description
Camera Operator/Producer

NSW Police Force

Cluster	Stronger Communities
Agency	NSW Police Force
Command/Business Unit	Corporate Communications, Public Affairs Branch
Location	Police Executive Office
Classification/Grade/Band	Clerk 1/2
ANZSCO Code	399512
PCAT Code	1111492
NSWPF Role Number	
Date of Approval	19/02/2020
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 Camera Operator/Producer is responsible for providing high quality production and administrative support for all staff attached to the Multimedia Unit (MMU). Additionally, the position will conduct filming and editing on special projects as required.

Key accountabilities

- Assist in the daily coordination of video, audio and photographic production.
- Assist with studio and location production, including operation of autocue, audio, lighting and camera equipment.
- Provide general field and studio support to production crews.
- Assist with the compilation, ingest and cataloguing of video, audio and photographic product into the police production environment.
- Perform duplication, distribution and file transfer of products to internal and external clients.
- Prepare and distribute products and promotional material as required.
- Maintain the library, collation and storage of multimedia products and resources, including logging and researching archival footage.
- Maintain records of NSW Police Force, Office of the General Counsel legal advice and music licensing approvals.

Key challenges

- There will be occasions when the Camera Operator/Producer will be working unsupervised, in the office and in the field. During these times the Camera Operator/Producer will be required to work autonomously and manage their workload within timeframes.
- Daily activities can change due to operational requirements within the Branch. This role will be required to undertake supervised aspects of other roles within the unit, undertake regular competency assessments and, as required, undertake further industry based training.

Key relationships

Who	Why
Internal*	
Manager /Coordinator	- Receive guidance and provide regular updates on key products, issues, priorities and business objectives - Identify emerging issues/risks and escalate sensitive or complex issues
Work Team	- Support team and work collaboratively to contribute to the delivery of business outcomes - Participate in meetings to represent the work group perspective and share information - Assist with training and support staff in service delivery
Customers/Clients	- Resolve issues where possible and escalate issues where necessary - Provide training, guidance and support - Information exchange
External	
Customers/Clients	- Resolve issues where possible and escalate issues where necessary - Information exchange

Role dimensions

Decision making

The Camera Operator/Producer will be responsible for assisting with media and production requests, assist with field and studio production, undertake post production duties; and, will be required to follow processes in executing set tasks as directed.

Reporting line

- Branch Coordinator – Public Affairs Branch – Senior Sergeant
- Manager – Corporate Communications Unit – SES Band

Direct reports

- Nil

Budget/Expenditure

- Nil

Essential requirements

- Obtain and maintain the requisite security clearances for this position.
- Proficient computer and word processing skills in both PC and MAC, with an understanding of the Adobe Creative Suite.
- Qualifications, experience or willingness to learn how to assist in no-linear editing, field and studio production and basic graphic design.
- Ability to assist with the pre-and post-production processes Autocue operation and general field or studio production support.
- Ability to work to deadlines and follow production schedules.
- Demonstrated administrative and customer service skills.
- Current NSW Driver's Licence with a (minimum) 6 months 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	Foundational
	Act with Integrity	**Foundational**
	Manage Self	Foundational
	Value Diversity	Foundational
Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Intermediate
	Work Collaboratively	**Intermediate**
	Influence and Negotiate	Foundational

NSW GOVERNMENT

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
Results	Deliver Results	Foundational
	Plan and Prioritise	**Foundational**
	Think and Solve Problems	Foundational
	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	• 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 Work Collaboratively	Intermediate	• Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Results Plan and Prioritise	Foundational	• Plan and coordinate allocated activities • Re-prioritise own work activities on a regular basis to achieve set goals • Contribute to the development of team work plans and goal setting • Understand team objectives and how own work relates to achieving these
Business Enablers Technology	Foundational	• Display familiarity and confidence in the use of core office software applications or other technology used in role • Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation • Understand information, communication and document control policies and systems, and security protocols • Comply with policies on acceptable use of technology

Version Control

Version	Summary of Changes	Date
V1.0	Position Description translated into Role Description template	11.11.2019

Roles attached

Position Number	Region	Position Number	Region	Position Number	Region	Position Number	Region