Role Description
Senior Scene of Crime Officer

NSW Police Force

Cluster	Justice
Agency	NSW Police Force
Division/Branch/Unit	Forensic Services Group
Location	Various
Classification/Grade/Band*	Clerk 7-8
Senior Executive Work Level Standards	Work Contribution Stream: www.psc.nsw.gov.au/wls
ANZSCO Code*	
Role Number	
PCAT Code*	
Date of Approval*	00 / 00 / 0000
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 Senior Scene of Crime Officer is responsible for the management and supervision of team members, resources, activities and ensures service delivery regarding forensic examination in relation to non complex crime scenes.

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Key accountabilities

- Task and supervise team members in relation to the forensic examination of minor/volume crimes scenes and exhibit examinations.
- Maintain an awareness of developments in Forensic Services relevant to the services provided by the Forensic Services Group
- Maintain an awareness of equipment and procedures used in crime scene examination
- Present technical evidence in criminal proceedings and other judicial inquiries
- Evaluate field notes and technically review statements for accuracy and quality prior to dissemination to the Officer in Charge of the investigation
- Assist in the training and development of SOCO's to ensure quality standards are maintained
- Facilitate competency assessments of SOCO's and manage remedial training programs where required.
- Maintain statistical workflow data, analyse results, identify potential problem areas and allocate resources accordingly

Key challenges

- Ensure delivery of quality examinations by team members within required timeframes, given competing demand and priorities and the need to address unforeseen issues and the high volume of work
- 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/Coordinator	• Escalate issues, propose solutions and provide updates
	• Provide advice in relation to forensic examinations
Direct reports	• Inspire and motivate team, provide direction and manage performance
	• Guide, support, coach and mentor team members
	• Monitor and coordinate workload and competing priorities
	• Ensure team members comply with legislation, policies and procedures
	• Maintain accountability
Clients/customers	• Ensure the delivery of quality forensic examinations
	• Monitor, address and/or escalate requests and provide services
	• Manage the flow of information, seek clarification and provide advice and responses
External	
Clients/customers	• Monitor, address and/or escalate requests

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- Manage the flow of information, seek clarification and provide advice and responses
- Information exchange

Role dimensions

Decision making

The Senior Scene of Crime Officer has autonomy to make decisions regarding prioritisation of their own activities and those of team members within the overall framework of t he unit's business plan in the consultation with the Coordinator/Manager.

Reporting line

- Manager – Inspector
- Coordinator – Senior Sergeant

Direct reports

- Scene of Crime Officers – Clerk Grade 5/6

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
- 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
- Work a seven day rotating roster and undertake shift work
- 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.

Unclassified

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NSW Public Sector Capability Framework*

Capability Group	Capability Name	Level
Personal Attributes	**Display Resilience and Courage**	**Adept**
	Act with Integrity	**Adept**
	Manage Self	Intermediate
	Value Diversity	Foundational
Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	**Adept**
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
Results	**Deliver Results**	**Adept**
	Plan and Prioritise	**Adept**
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
Business Enablers	Finance	Intermediate
	Technology	**Adept**
	Procurement and Contract Management	Foundational
	Project Management	Intermediate
People Management	**Manage and Develop People**	**Adept**
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	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	• 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

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NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Act with Integrity	Adept	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Commit to Customer Service	Adept	• 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
Results Deliver Results	Adept	• Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Plan and Prioritise	Adept	• Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team/unit goals, strategies and plans • Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate achievements and adjust future plans accordingly
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

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		• 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
People Management Manage and Develop People	Adept	• Define and clearly communicate roles and responsibilities to achieve team/unit outcome • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks

Version Control

Version	Summary of Changes	Date
V1.0	Position Description translated into Role Description template	02.05.2017

Roles attached

Position Number	Region	Position Number	Region	Position Number	Region	Position Number	Region
50199769	FSG						
50370214	FSG						
50370216	FSG						
50370217	FSG						
50151334	FSG						
50370218	FSG						

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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*

- Attend scenes of property related crime and provide customer service in the fingerprinting and /or DNA collection of the scene and associated items

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- The forensic examination of minor/volume crime scenes and examination of exhibits where non-complex techniques are required including those of a biohazardous nature
- Preparation of notes, maintain case records, data and other correspondence as required, on issues relevant to the examination of non-complex/volume 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/volume 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

- Coordinator – Senior Sergeant

Direct reports

- Nil

Budget/Expenditure

- Nil

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Essential requirements

- Obtain and maintain the requisite security clearances for this position.
- Relevant scientific qualifications/practical experience in photography and forensic evidence recovery
- 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
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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

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