



VACANCY REFERENCE NO: PO 106 / 08
CLOSING DATE: 17 / 03 / 08



QUEENSLAND POLICE SERVICE

METROPOLITAN SOUTH REGION
1993 Logan Road, UPPER MT. GRAVATT QLD 4122
P.O. Box 6464, UPPER MT. GRAVATT QLD 4122

POSITION DESCRIPTION

POSITION IDENTIFICATION

VRN:	PO 106 / 08	CLOSING DATE:	17 March 2008
DESIGNATION:	Police Liaison Officer	CLASS/LEVEL:	001/003
STATION/SECTION:	Upper Mt Gravatt Division	SALARY:	\$22,098 - \$33,407 (001) \$37,910 - \$40,592 p.a. (003) (001 applies only if under 21 years of age)
DISTRICT/BRANCH:	South Brisbane District	LOCATION:	Upper Mt Gravatt
REGION/DIVISION:	Metropolitan South Region	DATE OF REVIEW:	June 2004

POSITION OBJECTIVE

To establish and maintain effective liaison between the Queensland Police Service, Muslim and multicultural communities in identifying the needs of communities and to enable appropriate policies and strategies to be developed to ensure equitable service delivery within the District/Region.

REPORTING RELATIONSHIPS

The occupant of this position will report to the Crime Manager, South Brisbane District.

SUPERVISING RESPONSIBILITIES

Nil

ADDITIONAL INFORMATION

1. Initial placement will be at Upper Mt Gravatt Division however applicants will be required to perform duty at any location within the South Brisbane District.
2. Applicants are advised that the Queensland Police Service may initiate a criminal history and/or integrity check on the preferred applicant. Details of the criminal history checking process are provided in the *Queensland Police Service Application Guide (Public Service Vacancies)*.
3. Appointment to this position of a person not currently an officer of the Queensland public service will be subject to a probationary period of not less than six months, unless otherwise determined.
4. Appointment to this position will be made pursuant to the provisions of the Public Service Act 1996. Terms and conditions of employment will be in accordance with the Employees of Queensland Government Departments (Other than Public Servants) Award and the Queensland Police Service Certified Agreement 5, 2007
5. This position involves substantial driving duties of police vehicles. The occupant of this position is required to hold a Queensland "C" class driver's licence, or have the ability to acquire a Queensland "C" class driver's licence.
6. The appointee will be required to undertake shift work and/or weekend duty, and wear a uniform, which is supplied by the Queensland Police Service.

7. **The Queensland Police Service Study and Research Assistance Scheme offers some financial assistance (excluding HECS) and leave assistance to employees undertaking approved courses of tertiary study or research projects.**
8. **A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.**
9. **Applicants submitting a hard copy application must submit an original plus two copies of their complete application (no plastic binding).**
10. **Responses to each selection criterion should be succinct and not exceed 500 words. Any words in excess of this limit will not be considered by the selection panel.**

PRINCIPAL RESPONSIBILITIES

Liaise with members of the local community, including the Muslim, Arabic speaking and broader multicultural community to assist the Queensland Police Service in gaining the co-operation and understanding necessary for planning crime prevention and for responding to incidents.

Advise police officers on the aspects and protocols of local Muslim and Arabic speaking culture, including ways of communicating, decision-making and creating awareness of the necessity to balance cultural needs with Queensland Police Service and community needs.

Assist police in dealing with persons from different ethnic groups to ensure appropriate and professional resolution of incidents.

Develop and participate in activities within the local community in conjunction with other police liaison officers or police officers to identify potential crime and disorder problems with a view to advising on appropriate prevention or intervention methods.

Communicate sensitively with members of the public to prevent where possible, offensive behavior, violence and potential crime.

Maintain regular contact with the local multicultural community through participation at meetings and other forums to ensure input of community concerns into crime prevention and detection.

Enhance the channels of communication between members of the local Muslim and Arabic speaking community and the Queensland Police Service to assist police officers in making informed decisions regarding that community.

Facilitate access to policing services for members of the local Muslim and Arabic speaking community and advise on referral to other community services where necessary.

Comply with human resource management issues, including workplace health and safety, equal employment opportunity and anti-discrimination legislation as applied in the workplace.

SELECTION CRITERIA

Based on the requirements of the position, the undermentioned Key Selection Criteria have been set. Applicants should indicate, with examples, the extent to which they fulfil each criterion. Equal importance is given to each Key Selection Criterion.

Shortlisting for an interview will be determined by how well applicants satisfy the selection criteria.

ESSENTIAL SELECTION CRITERION

- ESC1 High level of integrity and personal acceptability to both the local Muslim community and the Queensland Police Service.

KEY SELECTION CRITERIA

- KSC1 Demonstrated thorough knowledge and understanding of local Muslim and Arabic speaking culture, values and issues and the ability to relate to and communicate with members of that community.
- KSC2 Demonstrated ability to create and maintain community networks, communicate sensitively with and to resolve conflict situations involving people from the Muslim and Arabic speaking community.
- KSC3 Knowledge and understanding, or the ability to acquire knowledge and understanding, of other local cultures and ethnic groups.

- KSC4 A working knowledge and understanding, or the ability to acquire such knowledge, of laws, Government policies and procedures and other social conditions which impact on the local multicultural community.
- KSC5 Basic skills, or the ability to acquire such skills, in written communication and the use of computers. Ability to work as a member of a team and to prioritise tasks utilising time management skills.

FURTHER ENQUIRIES: Senior Sergeant Steve Hollands, (07) 3364 3151

LODGING YOUR APPLICATION: Complete applications (*Advertised Position Application* form, resume and responses to Selection Criteria) may be lodged using ONE of the following methods:-

APPLY ONLINE AT:
(*preferred method*)

Smart Jobs and Careers
www.jobs.qld.gov.au

Or POST TO:

Vacancy Processing Officer
Recruitment
Shared Service Agency (QPS)
GPO Box 1395
BRISBANE QLD 4001

Late applications must be posted to the above address, or emailed to qps.applications@partnerone.qld.gov.au.

For further information regarding the Queensland Police Service and applying for job vacancies, please refer to the 'Application Guide' on the Smart Jobs and Careers website, or visit the Queensland Police Service website at www.police.qld.gov.au.