Role Description
Team Leader - Exhibits

Cluster	Stronger Communities
Agency	NSW Police Force
Command/Business Unit	Various
Location	Various
Classification/Grade/Band	Sergeant
ANZSCO Code	441312
PCAT Code	1119192
NSWPF Role Number	SRD 91
Date of Approval	18/10/2020
Agency Website	www.police.nsw.gov.au

Agency overview

The NSW Police Force (NSWPF) vision is for *A Safer New South Wales*, which is achieved by police working with the community to prevent, disrupt and respond to crime.

It is one of the largest police forces in the western world, with more than 20,000 NSW Police Force employees, including more than 17,000 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 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 Exhibit Sergeant will lead and coordinate activities relating to the efficient management and processing of long term, bulk exhibits and miscellaneous property at the Police Area Command (PAC)/Police District (PD).

Key accountabilities

- Contribute to the successful prosecution of criminal offences by leading, and showing direction, support, motivation and coordination and management of receipt of exhibits and ensuring accurate and detailed descriptions of exhibits are entered onto the relevant exhibit management database, ensuring all exhibits are labelled correctly and maintained in a satisfactory condition throughout related court proceedings.
- Develop and implement security procedures for the safe keeping and processing of exhibits including coordinating responses for exhibits (to be analysed) and miscellaneous property through the use of appropriate systems and dissemination of information and statistical data.
- Develop and provide ongoing training and development to all PAC/PD personnel on exhibit and property policies and procedures as well as relevant exhibit and property management databases.
- Catalogue, label and secure all exhibits in their relevant storage areas and ensure all actions are recorded on relevant exhibit management databases associated with the movement of the exhibit.
- Closely monitor and audit the correctness of all exhibit entries on relevant exhibit management databases, including exhibit descriptions, receipting of records and finalising entries.
- Prepare reports and correspondence concerning the retention, disposal, and destruction of exhibits and ensure they are promptly actioned and ensure compliance with the NSW Police exhibit management manual, ensure that work for which you are responsible is carried out in ways, which safeguard the health and safety of all workers.
- Implement corruption resistance strategies including undertaking regular audits and dip sampling of exhibits and property held at the PAC/PD.
- Receipt, catalogue, label and secure relevant miscellaneous property in the relevant property management database.

Key challenges

- Maintain contemporary knowledge of relevant legislation and policies, best practice, relevant local crime trends and emerging issues, investigative techniques and capabilities, exhibit and miscellaneous property management and associated circulars.
- Provide effective leadership and supervision, building a collaborative team environment, and endeavour to maintain an appropriately skilled and productive team.
- Ensure that systems of work and the working environment are safe and without risks to health

Key relationships

Who	Why
Internal*	
Systems Duty Officer / Commander	• Receive direction and instructions and report on progress towards business objectives and discuss future directions • Provide expert advice and contribute to decision making • Escalate complex issues – by identifying emerging issues/risks and their implications and propose solutions
Work Team	• Inspire and motivate team, provide direction and manage performance • Guide, support, coach and mentor team members • Ensure team members comply with legislation, policies and procedures • Maintain accountability

Who	Why
Stakeholders	• Provide expert advice on exhibit and miscellaneous property management
External	
Client/Customers	• Provide expert advice on exhibit and miscellaneous property management

Role dimensions

Decision making

The officer has autonomy in leading and managing a team while also prioritising their own workload although more complex issues or incidents are managed in consultation with the Systems Duty Officer/Commander. They will determine daily priorities and methodologies to reach desired outcomes including making recommendations to manage high risk property, developing strategies to manage exhibits and miscellaneous property in an effective manner and delegating core responsibilities to team members.

Reporting line

- Systems Duty Officer – Inspector
- Others positions as required

Direct reports

- Exhibit Officer – Constable
- Other positions as required

Budget/Expenditure

- Nil

Key knowledge and experience

- Demonstrated knowledge and understanding of Exhibit Handling Manual and EFIMS or equivalent
- Operational experience in dealing safe keeping of firearms and Integrated Licensing System or equivalent
- Demonstrated management ability to motivate and develop staff to achieve required outcomes and meet deadlines.

Essential requirements

- Associate Degree in Policing Practice or equivalent course/experience
- Relevant operational experience and an ability to supervise.

Capabilities for the role

The NSW public sector capability framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from police-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities, complementary capabilities** and **police-specific capabilities (if relevant)**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with an explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework. They are important to identifying performance required for the role and development opportunities.

The complimentary capabilities for this role are shown on the following pages with an explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Police-Specific Capabilities

Police-Specific Capabilities exist for General Duties, Intelligence, Traffic and Highway Patrol and Criminal Investigation duty types. They show a progressive increase in complexity and do not necessarily correspond to ranks. Whilst the capability levels are not aligned to ranks, they are essentially limited to capabilities likely required up to Superintendent rank.

These can be found on the **HR Intranet > Careers and deployment > Workforce planning > Role Description Library > Police role descriptions Information and Resources.**

Capabilities Summary

The capabilities in **bold** and **Yes** are the *focus capabilities* for this role.

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

Police Specific Capabilities

Not applicable

NSW Public Sector Capability Framework – FOCUS CAPABILITIES		
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 and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations
Personal Attributes Act with Integrity	Adept	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour
Relationships Communicate Effectively	Adept	• Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences
Relationships Work Collaboratively	Intermediate	• Build a supportive and cooperative team environment • Share information and learning across teams • Acknowledge outcomes that were achieved by effective collaboration • Engage other teams and units to share information and jointly solve issues and problems • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others
Results Think and Solve Problems	Intermediate	• Identify the facts and type of data needed to understand a problem or explore an opportunity • Research and analyse information to make recommendations based on relevant evidence • Identify issues that may hinder the completion of tasks and find appropriate solutions • Be willing to seek input from others and share own ideas to achieve best outcomes • Generate ideas and identify ways to improve systems and processes to meet user needs

NSW Public Sector Capability Framework – FOCUS CAPABILITIES		
Group and Capability	**Level**	**Behavioural Indicators**
Results Demonstrate Accountability	Intermediate	• Be proactive in taking responsibility and being accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about own and others' application of these practices • Be aware of risks and act on or escalate risks, as appropriate • Use financial and other resources responsibly
Business Enablers Technology	Intermediate	• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Use available technology to improve individual performance and effectiveness • Make effective use of records, information and knowledge management functions and systems • Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies
People Management Manage and Develop People	Intermediate	• Collaborate to set clear performance standards and deadlines in line with established performance development frameworks • Look for ways to develop team capability and recognise and develop individual potential • Be constructive and build on strengths by giving timely and actionable feedback • Identify and act on opportunities to provide coaching and mentoring • Recognise performance issues that need to be addressed and work towards resolving issues • Effectively support and manage team members who are working flexibly and in various locations • Create a safe environment where team members' diverse backgrounds and cultures are considered and respected • Consider feedback on own management style and reflect on potential areas to improve

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Manage Self** Show drive and motivation, an ability to self-reflect and a commitment to learning	• 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 • Stay motivated when tasks become difficult	Intermediate
	Value Diversity and Inclusion Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	• Be responsive to diverse cultures, backgrounds, experiences, perspectives, values and beliefs • Seek participation from others who may have different backgrounds, perspectives and needs • Be open to different perspectives and experiences in generating ideas and solving problems • Adapt well in diverse environments • Respond constructively to feedback regarding observations of bias in language or behaviour	Intermediate
Relationships	**Commit to Customer Service** Provide customer-focused services in line with public sector and organisational objectives	• Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge 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 • Cooperate across work areas to improve outcomes for customers	Intermediate
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	• Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relationships with internal and external stakeholders • Anticipate and minimise conflict	Adept

COMPLEMENTARY CAPABILITIES			
Capability group/sets	**Capability name**	**Behavioural indicators**	**Level**
Results	**Deliver Results** Achieve results through the efficient use of resources and a commitment to quality outcomes	• Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed	Intermediate
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	• Understand the team and unit objectives and align operational activities accordingly • Initiate and develop team goals and plans, and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals • Accommodate and respond with initiative to changing priorities and operating environments	Intermediate
Business Enablers	**Finance** Understand and apply financial processes to achieve value for money and minimise financial risk	• Understand that government services budgets are limited and must only be used for intended purposes • Appreciate the importance of accuracy and completeness in estimating costs and calculating and recording financial information • Be aware of financial delegation principles and processes • Understand basic compliance obligations related to using resources and recording financial transactions	Foundational
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	• Comply with basic ordering, receipting and payment processes • Apply basic checking and quality-control processes to activities that support procurement and contract management • Understand probity principles relating to purchasing	Foundational

NSW GOVERNMENT

COMPLEMENTARY CAPABILITIES			
Capability group/sets	**Capability name**	**Behavioural indicators**	**Level**
	Project Management Understand and apply effective planning, coordination and control methods	• Understand project goals, steps to be undertaken and expected outcomes • Plan and deliver tasks in line with agreed project milestones and timeframes • Check progress against agreed milestones and timeframes, and seek help to overcome barriers • Participate in planning and provide feedback on progress and potential improvements to project processes	Foundational
People Management	**Inspire Direction and Purpose** Communicate goals, priorities and vision, and recognise achievements	• Assist the team or unit to understand organisational directions and explain the reasons behind decisions • Ensure that team and unit objectives lead to the achievement of business outcomes that align with organisational policies • Ensure team members understand how their activities create value for the organisation, customers and stakeholders • Encourage team members to strive for ongoing performance improvement • Recognise and acknowledge high individual and team performance	Intermediate
	Optimise Business Outcomes Manage people and resources effectively to achieve public value	• Keep team members informed of the reasons for decisions so that this can inform their work • Ensure that team members make effective use of resources to maximise business outcomes • Ensure that team members understand and inform customers about processes, practices and decisions • Ensure that team members understand business principles to achieve work tasks effectively • Ensure team goals and standards are met	Foundational
	Manage Reform and Change Support, promote and champion change, and assist others to engage with change	• Support change initiatives and assist team members to understand their purpose and impact • Share information with team members to assist them to understand and manage uncertainty and change • Recognise barriers to change and support the team so they can better accept and facilitate change	Foundational

Version Control

Version	Summary of Changes	Date
V1.0	Position Description PD 09-035 benchmark translated into generic Role Description	25.09.2020
V1.1	Change to security coding from Unclassified to OFFICIAL	06.03.2021

Roles attached

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