



Job Description

Department of Finance Office of State Revenue

Position Number 00009246

Senior Revenue Consultant

Position Details

Classification/level	Level 6
Award/agreement	PSA
Organisation unit	Review Team
Physical location	Perth Metropolitan Area
This role supervises (FTE)	0

Reporting Relationships

Supervisor	
Position number	00008641
Position title	Assistant Director
Classification/level	Level 8

Keyword Description

Reviews assessments and decisions made in respect of legislation administered by the Office of State Revenue and provides technical advice concerning the application and administration of legislation.

Organisational Context

The Department of Finance provides quality advice and services to facilitate the achievement of Government's objectives.

We realise this through the active demonstration of our organisational values of listening and caring, commitment, leadership, accountability and people matter.

The Department of Finance encompasses a variety of businesses including:

- The Office of The Director General (ODG)
- Strategy and Coordination (SC)
- Building Management and Works (BMW)
- The Office of State Revenue (OSR)
- Government Procurement (GP)
- Strategic Projects (SP)
- Corporate Services (CS)

This vacancy is positioned within the **Office of State Revenue**. OSR's primary role is in the administration of revenue laws in a fair and efficient manner for the community of Western Australia. This involves the collection of payroll tax, duties, land tax and a range of statutory based revenues on behalf of other State and Commonwealth agencies, as well as the payment of various grants and subsidies including the first home owner grant.

Information on other Finance business units is available in your applicant information package or by visiting www.finance.wa.gov.au.

Work Description

REVIEW

Reviews assessments and determinations made under legislation administered by the Commissioner.

Reviews adequacy of legislation administered and recommends measures to counter avoidance and improve administration.

Reviews technical accuracy of draft legislation, revenue rulings, Commissioner's practices, taxpayer education and technical training materials.

ADVISING

Advises the State Solicitor in regard to methods of assessments and rationale for determinations made in respect of matters that are the subject of an application for review to the State Administrative Tribunal or an appeal to the Supreme Court.

TRAINING

Identifies training requirements in respect of complex technical matters relation to legislation and policy and provides guidance to Training Co-ordinators.

OTHER

Ensures good human resource management and risk management principles are practised in accordance with Departmental policies and guidelines.

This position applies equal opportunity, occupational safety and health and ethical principles and practices in all aspects of this role whilst assisting in providing a fair, safe, enjoyable and innovative workplace.

Performs other duties as directed.

Work Related Requirements

Essential:

Demonstrated ability to interpret and apply complex legislation (preferably in a taxation environment) and the ability to research complex issues and make appropriate recommendations.

Strong analytical and problem solving skills with a capacity to identify, interpret and assimilate information to arrive at a decision.

Demonstrated understanding of commercial and financial documentation in relation to business transactions and structures enabling identification of taxation related issues.

Demonstrated high-level oral and written communication skills (including report writing ability) and good interpersonal skills.

Demonstrated planning and organisational ability.

Demonstrated professional work ethic, including:

- Integrity, tact and discretion in dealing with sensitive and confidential matters;
- Ability to adapt to changes in the work environment; and
- Initiative, motivation and capacity for sustained, quality output.

Demonstrated capacity to coach and mentor others on complex technical matters.

Desirable:

Knowledge of the rules of the State Administrative Tribunal and the Supreme Court and the Tribunal/Court processes.

Understanding of the legislative process.

Possession of, or progress towards a relevant tertiary qualification (business, law or commerce).

Pre-employment requirements

'Australian Permanent Residency'; status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Appointment is subject to:

100 point identification check; and
Criminal Records Screening clearance

Special Equipment / Requirements

NIL

Certification

Verified by: *D. Paul*