



## Job description

### Department of Finance

#### Business Unit Name

---

Position number 00031223

Revenue Consultant

---

#### Position details

---

Classification level	5
Award/agreement	PSA
Organisation unit	Land Tax
Physical location	Perth Metropolitan Area
This role supervises (FTE)	0

#### Reporting relationships

---

Supervisor:

Position number	00010937
Position title	Principal Revenue Officer
Classification level	6

#### Our Values

---

Our people and our values are at the core of the actions, behaviours and decisions we make and shape everything we do at the Department of Finance.

- Inspiring and Influential
- Passionate and Committed
- Honest and Respectful
- Bold and Innovative

#### Keyword description

---

Provides advice and support and exercises technical judgement in regards to the application and administration of taxation legislation.

Analyses, interprets and applies taxation legislation to documents and transactions and makes assessments accordingly.

## Organisational context

---

The Department of Finance's vision is driving practical, cost-effective and quality outcomes across government to benefit Western Australians.

The Department of Finance encompasses a variety of businesses:

- Office of the Director General
- Strategic Projects
- Building Management and Works
- Government Procurement
- Office of State Revenue
- Strategy and Coordination
- Corporate Services

This role is positioned within **The Office of State Revenue (OSR)**. 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.

Further information on Finance business units is available by visiting [www.finance.wa.gov.au](http://www.finance.wa.gov.au).

## Work description

---

### LEVEL 5

#### RESEARCH AND ADVICE

- Under the general guidance of the Principal Revenue Officer, researches and provides advice and support on the administration and application of taxation legislation administered by the Commissioner of State Revenue.
- Examines proposals and makes submissions on policy, practice and legislative change and provides constructive comment on operation and effectiveness if implemented.
- Assists in the preparation of rulings, Commissioner's practices and procedures.

#### ASSESSMENT

- Undertakes research, investigates, analyses and interprets commercial documentation, case law and established precedent to determine taxation liabilities under taxation legislation administered by the Commissioner.
- Establishes, enhances and manages effective relationships with relevant parties in relation to taxation matters involving the determination of a taxation liability under the legislation administered by the Commissioner.
- Prepares, reviews and provides guidance on draft submissions for legal advice on matters relevant to the determination of a taxation liability under legislation administered by the Commissioner.

## COACHING AND KNOWLEDGE SHARING

- Provides guidance and assistance to other staff on the application and interpretation of the taxation legislation administered by the Commissioner and the application of procedures, policies and rulings.
- Ensures Departmental knowledge management systems are updated as new precedents arise from determinations made or legal advice received.
- Identifies training requirements and provides guidance to management and training coordinators.
- Presents training sessions as required.
- Provides mentoring and coaching to other officers.

## OTHER

- Assists in providing a fair, safe, enjoyable and innovative workplace and ensures good human resource management and risk management principles are practiced in accordance with Departmental policies and guidelines.
- Performs other duties as directed.
- 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.

### **Work related requirements**

---

A clear demonstration of the Department's values is a prerequisite for appointments.

### **LEVEL 5**

#### **Essential:**

Demonstrated ability to interpret and apply 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 written and oral communication skills, interpersonal skills and presentation skills when responding to, and negotiating with, parties involved in taxation matters.

Demonstrated capacity to coach and mentor others.

**Desirable:**

Possession of, or progress towards, a relevant tertiary qualification in 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: *Kelly Anesti*