



Investigations Officer / Senior Investigations Officer

Classification	Level 4 or 5
Position number	Various
Directorate	RevenueWA
Branch/Section	Compliance
Location	Perth Metropolitan Area
Award and Agreement	Public Service Award 1992 and relevant Public Sector CSA Agreement

About us

The Department

The Department of Treasury and Finance (DTF) is at the centre of Government decision-making. As the principal economic and financial advisor, we provide leadership and strategic advice and influence to support the delivery of services and outcomes for the benefit of Western Australia.

What we do is integral to the Government's decision-making processes about where and how to spend taxpayer's money to ensure Western Australians have access to quality services on a financially sustainable basis.

We lead procurement and leverage our buying power to secure products and services for government, achieving value for money for WA.

We collect revenue to fund government services and administer payment of grants and subsidies to the WA community.

Our Values

Our values define who we are, how we communicate, interact, develop and work together. Our values of **Clarity**, **Empathy**, **Collaboration** and **Growth** continue to underpin everything we do.

The role

Role Summary

The Investigations Officer / Senior Investigations Officer undertakes audits and investigations to ensure compliance with RevenueWA legislation; advising taxpayers or their representatives on appropriate methods of compliance. This position also writes detailed reports relating to audit/investigation findings outcome.

Responsibilities

Level 4

- Research, investigate, analyse and interpret information including financial and commercial documentation, case law and established precedents to:
 - undertake audit and investigations in accordance with the Taxation Administration Act 2003; Land Tax Act 2002; Land Tax Assessment Act 2002; Payroll Tax Act 2002; Payroll Tax Assessment Act 2002; First Home Owner Grant Act 2000, Duties Act 2008, Betting Tax Act 2018 and other relevant legislation administered by RevenueWA;
 - write audit/investigation reports with outcomes and final recommendations.
- Advise taxpayers and/or their representatives of audit/investigation outcomes and where appropriate methods of complying with RevenueWA legislation.
- Assist in identifying and reporting on avoidance and evasion schemes which include interviewing professional persons in legal, commercial and financial fields regarding these schemes.
- Obtain statements/record of interview and prepares briefs of evidence for advice and/or prosecution which may include acting as an expert witness in court proceedings.
- Demonstrate DTF's values in all interactions to contribute towards an innovative, customer focused, high-performing and values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as directed.

Level 5

- Research, investigate, analyse and interpret information concerning special investigations and those of a complex nature including financial and commercial documentation, case law and established precedents to:
 - undertake audit and investigations in accordance with the Taxation Administration Act 2003; Land Tax Act 2002; Land Tax Assessment Act 2002; Payroll Tax Act 2002; Payroll Tax Assessment Act 2002; First Home Owner Grant Act 2000, Duties Act 2008, Betting Tax Act 2018 and other relevant legislation administered by RevenueWA;
 - write audit/investigation reports with outcomes and final recommendations.
- Advise taxpayers and/or their representatives of audit/investigation outcomes and where appropriate methods of complying with RevenueWA legislation.
- Identify and report on avoidance and evasion schemes which include interviewing professional persons in legal, commercial and financial fields regarding these schemes.

- Obtain statements/record of interview and prepare briefs of evidence for advice and/or prosecution which may include acting as an expert witness in court proceedings.
- Undertake completion action in respect of routine investigations as authorised by the Principal Specialist Compliance Officer.
- Assist the Principal Specialist Compliance Officer in training/mentoring Investigations Officers as required.
- Demonstrate DTF's values in all interactions to contribute towards an innovative, customer focused, high-performing and values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as directed.

Essential Requirements

Level 4

- Ability to interpret and apply legislation.
- Knowledge of accounting and commercial practices, procedures and law.
- Sound communication, interpersonal skills and the ability to deliver a customer-centric service; sound written communication skills with the ability to write different forms of communication including reports, letters and emails.

Level 5

- Well-developed ability to interpret and apply legislation.
- Sound knowledge and practical experience in the administration of tax legislation or similar including extensive experience in conducting audits and investigations including the ability to identify avoidance and evasion schemes.
- Sound knowledge of accounting and commercial practices and investigation policies and procedures.
- Demonstrated ability to train Investigations Officers
- Well-developed communication, interpersonal and negotiation skills with the ability to liaise and deliver a customer-centric service; well-developed written communication skills with the ability to write different forms of communication including reports, letters and emails.

Desirable Requirements

- Possession of, or progress towards, an appropriate qualification.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department of Treasury and Finance and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in **Personal Leadership** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.

- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Reports to

Reports to: Principal Specialist Compliance Officer, Level 7

Supervises

Supervises: 0 FTE

Pre-employment requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100-point identification check and Criminal Records Screening clearance.

Special equipment/requirements

You will have current 'C' or 'C-A' class driver's licence.

Certification

The details contained in this document are an accurate statement of the key responsibilities, duties and other requirements of the position.

Verified by: M.McLeod, HR Consultant, September 2023

Registered on: October 2016
