



## **Job description**

### **Department of Finance Office of State Revenue**

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**Position number 00009270**

**Revenue Consultant / Senior Revenue Consultant**

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#### **Position details**

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Classification/level	Level 5 / Level 6
Award/agreement	PSA
Organisation unit	Technical Advice and Specialist Services Team 2
Physical location	Perth Metropolitan Area
This role supervises (FTE)	0

#### **Reporting relationships**

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Supervisor	
Position number	00030005
Position title	Principal Revenue Consultant
Classification/level	Level 7

#### **Key work description**

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This section provides a brief summary of the key functions of the position

## **Organisational context**

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

Our values reflect our vision, who we are and how we go about our business. We want our people to be inspiring and influential, passionate and committed, honest and respectful, and bold and innovative.

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**

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### **LEVEL 5**

#### **CONSULTANCY**

Under the general guidance of the Principal Revenue Consultant, provides technical advice and support on the administration and application of taxation legislation administered by the Commissioner of State Revenue.

Examines proposals for policy, practice and legislative change and provides constructive comment on operation and effectiveness if implemented.

#### **COMPLEX ASSESSMENT**

Undertakes research, investigates, analyses and interprets commercial documentation, case law and established precedent to determine taxation liability on complex structures and transactions under taxation legislation administered by the Commissioner.

Establishes, enhances and manages effective relationships with relevant parties in relation to complex taxation matters involving the determination of a taxation liability under the legislation administered by the Commissioner.

Prepares draft submissions for legal advice on matters relevant to the determination of a taxation liability under legislation administered by the Commissioner.

#### **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 in respect of technical matters and provides guidance to management and training coordinators.

## OTHER

Assists in the preparation of rulings, Commissioner's practices and procedures.

Monitors external publications and report articles indicating potential revenue.

Identifies and reports on potential avoidance schemes.

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.

## **LEVEL 6**

### CONSULTANCY

Either independently, or under the general direction of the Principal Revenue Consultant or the Assistant Director, Technical Advice and Specialist Services, provides high level technical advice and support on the administration and application of taxation legislation administered by the Commissioner of State Revenue.

Examines proposals for policy, practice and legislative change and provides constructive comment on operation and effectiveness if implemented.

### COMPLEX TAXATION MATTERS

Manages special projects involving complex taxation matters as allocated by the Assistant Director.

Undertakes research, investigates, analyses and interprets commercial documentation, case law and established precedent to determine taxation liability on complex structures and transactions under taxation legislation administered by the Commissioner.

Establishes, enhances and manages effective relationships with relevant parties in relation to complex taxation matters involving the determination of a taxation liability under the legislation administered by the Commissioner.

Prepares 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 branch's Revenue Consultants and 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.

Provides mentoring to the branch's Level 5 Revenue Consultants.

Identifies training requirements in respect of complex technical matters and provides guidance to management and training coordinators.

## OTHER

Makes submissions on policy and legislation issues in relation to improvement of the tax system and efficiencies in revenue collection and administration.

Prepares and contributes to the design of rulings, Commissioner's practices and procedures.

Participates proactively on case/project identification in respect of potential revenue.

Contributes to the design of countervailing measures in respect of avoidance schemes detected.

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**

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### **LEVEL 5**

#### **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.

Demonstrated analytical and conceptual skills with a capacity to identify, interpret and assimilate information and financial data 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 complex matters.

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.

#### **Desirable:**

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

### **LEVEL 6**

#### **Essential:**

Demonstrated high level ability to interpret and apply complex legislation (preferably relating to duty/stamp duty or payroll tax).

Demonstrated analytical and conceptual skills with a capacity to identify, interpret and assimilate information and financial data 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 complex matters.

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

Demonstrated project management skills and the ability to achieve project objectives.

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
- High degree of initiative, motivation and capacity for sustained, quality output.

#### **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**

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NIL

**Certification**

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Verified by: *- T. Jenkin -*