



## Job description

### Department of Finance Office of State Revenue

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Position Number 00021160

**Principal Specialist Compliance Officer**

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#### Position Details

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Classification/level	7
Award/agreement	PSA
Organisation unit	Team 7
Physical location	Perth Metropolitan Area
This role supervises (FTE)	9

#### Reporting Relationships

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Supervisor	
Position number	00008735
Position title	Assistant Director
Classification/level	8

#### Our Values

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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

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Leads, coaches and mentors a team of specialist investigation officers who undertake audits and investigations at varying levels of complexity and sensitivity. Manages projects that are specialised and complex in nature and considered a significant risk to the State's revenue. Conducts specialised and complex investigations while maintaining positive and effective relationships to ensure an external customer focus in service delivery.

## **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.

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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### **1. LEADERSHIP AND MANAGEMENT**

Responsible for the leadership and management of an investigations team required to undertake audits and investigations at varying levels of complexity and sensitivity.

Makes final determinations and undertakes completion action on investigation and audit reports as referred by the Specialist Compliance Officers, Senior Investigations Officers and Investigations Officers.

Provides guidance and assistance to Specialist Compliance Officers, Senior Investigations Officers and Investigations Officers on the application and interpretation of complex revenue legislation administered by the Commissioner.

Participates in interjurisdictional revenue working parties and joint investigations processes.

Provides a leading role in interdivisional working groups reviewing complex taxation arrangements and large revenue-at-risk transactions.

### **2. PROJECT MANAGEMENT**

Manages strategies and initiatives to achieve key business outcomes in administering a number of investigation projects of a complex and high risk nature.

Consults and negotiates with business unit managers, business stakeholders and clients and their advisors in relation to complex compliance issues.

Provides regular project reports to Compliance Management.

Provides expert advice to key stakeholders on priorities, risks, implications, and remedial strategies.

Contributes to the development of programs and techniques to combat taxation evasion and avoidance schemes.

### 3. SPECIALISED AND COMPLEX INVESTIGATIONS

Undertakes and manages specialised investigations involving complex and sensitive taxation matters of legislation administered by the Commissioner. Conducts interviews, analyses business activity, commercial transactions, financial data and other evidence and provides comprehensive reports capable of withstanding executive and judicial scrutiny.

Liaises with internal and external stakeholders on investigations and audits subject to review by the State Administrative Tribunal.

Establishes, enhances and manages effective relationships with relevant parties in relation to complex taxation matters to assist with the identification of taxation liability, evasion and avoidance issues.

### 4. PROSECUTIONS

Reviews cases recommended for prosecution and where necessary, refers the matter to the Assistant Director to commence prosecution action.

Acts as an expert witness in court proceedings.

### OTHER

Exhibits and models behaviours consistent with the Department values.

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**

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

#### **Essential:**

Highly developed written communication skills including experience in preparing detailed technical reports and submissions.

Highly developed oral communication and interpersonal skills including interviewing, persuading, negotiating and conflict resolution skills.

Ability to analyse complex business procedures, practices and arrangements in regard to possible tax avoidance schemes.

Experience in managing investigations programs in a taxation environment.

Demonstrated team leadership and management experience, including coaching and mentoring skills.

Extensive knowledge and practical experience in the administration of state revenue legislation.

**Desirable:**

Possession of, or progress towards, an appropriate qualification.

**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: *K. Aresti* HR Consultant