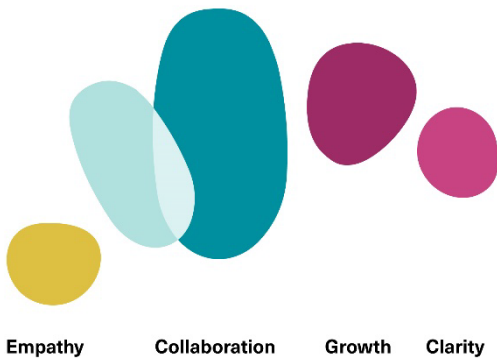




## Position Description

Position Title:	Investigations Officer / Senior Investigations Officer	Classification Level:	4 or 5
Position Number:	Various	Reports to:	Principal Specialist Compliance Officer, L7
Directorate:	RevenueWA	Supervises:	0 FTE
Branch/Section:	Compliance	Location:	Perth Metropolitan Area



### Our Values

Our values define who we are, how we communicate, interact, develop and work together. Our values underpin everything we do.

Our values: **Clarity, Empathy, Collaboration** and **Growth**.

Empathy      Collaboration      Growth      Clarity

### 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 reports with final recommendations relating to audit/investigation 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.



## OFFICIAL

- 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 Finance'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 Finance'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 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.

---

### 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

---

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

Classification Evaluation Date: October 2016

