



Position Description

Position Title:	Assistant Director Duties	Classification Level:	8
Position Number:	8652	Reports to:	Director Class 1
Directorate:	RevenueWA	Supervises:	3 FTE
Branch/Section:	Operations Group 2 / Duties	Location:	Perth Metropolitan Area



Empathy Collaboration Growth Clarity

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**.

Role Summary

The Assistant Director Duties undertakes a high-level leadership/mentoring/coaching role in the area of stamp duty assessments. This position represents the Department of Finance (Finance) in relation to transaction negotiations, contributes to the development and consideration of policy matters of a revenue technical nature, participates in RevenueWA's strategic and business planning processes and advises on the strategic direction and development of relevant revenue matters. The Assistant Director Duties maintains positive and effective customer relationships and ensures an external customer focus in service delivery.

Responsibilities

- As part of the Divisional management team, has shared responsibility for the operations and outcomes of the Division, and within the Division is accountable for the delivery of Branch outcomes.
- Develop and implement a comprehensive Branch staff mentoring/coaching program to increase the depth of knowledge and experience for revenue assessment and collection of taxes (in particular, duties) and ensures the efficient and effective delivery of services to customers.
- Represent Finance in policy matters relevant to the areas of responsibility.
- Participate in and contribute to the development of RevenueWA's strategic and business plans.
- Formulate and implement operational plans, and supporting budgets, policies and procedures to achieve operational objectives and outcomes.
- Monitor, evaluate, resolve and implement solutions to process and system problems.



- Provide advice to the Director to assist in setting the strategic direction for Operations Group 2.
- 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 Leading Leaders.
- Perform other duties as directed.

Essential Requirements

- Demonstrated ability to recognise opportunities to enhance service delivery and capitalise on these through the development and implementation of effective change strategies. This includes the ability to initiate policy development and review within a revenue administration environment.
- High-level written and verbal communication skills that are clear and appropriate with the ability to negotiate and influence effectively.

Desirable Requirements

- Possession of, or progress towards, an appropriate tertiary qualification in business, law or commerce.

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 **Leading Leaders** 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.

Certification

Verified by: M.McLeod, HR Consultant, Jan 2024

Classification Evaluation Date: Nov 2013

