



## Position Description

Position Title:	Assistant Director Technical Advice and Specialist Services	Classification Level:	8
Position Number:	8656	Reports to:	Director Class 1
Directorate:	RevenueWA	Supervises:	2 FTE
Branch/Section:	Operations Group 2 / Technical Advice and Specialist Services	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 Assistant Director undertakes a high-level leadership, mentoring and coaching role in the area of complex revenue laws to build technical assessing capacity; represents the Department of Finance (Finance) in relation to high-value complex transaction negotiations; contributes to the development and consideration of policy matters of a tax technical nature; participates in RevenueWA's strategic and business planning processes and advises on the strategic direction of the technical development of revenue laws; 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 for the complex/technical components of revenue laws in conjunction with Manager Education & Training.
- Responsible for building technical assessing and advising capacity in the organisation to increase depth of knowledge and experience in complex taxes and duties.



- Represent Finance in policy consideration matters that involve complex tax technical elements.
- Participate in the development of RevenueWA's strategic and business plans.
- Advise on the strategic direction for the organisation in relation to the technical development of revenue laws.
- Report on trends in external interpretations of tax legislation and commercial / legal services and transactions and their likely impact on Finance's activities and the revenue base.
- 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

- An ability to provide critical thinking and a clearly articulated strategic direction within the Technical Advice & Specialist Services Branch. Demonstrated ability to instruct staff on complex tax technical matters.
- Ability to recognise opportunities to enhance service delivery and capitalise on these through the development and implementation of effective change strategies. This includes initiating policy development and review within a revenue administration context and developing and managing processes associated with the legislative environment.
- Substantial knowledge of, and experience at a senior level in the interpretation and application of state revenue legislation.
- 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, a 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.
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### **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**

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

Classification Evaluation Date: March 2013

