



# **Position Description**

Position Title: Assistant Director

Technical Advice and Specialist Services

Classification Level: 8

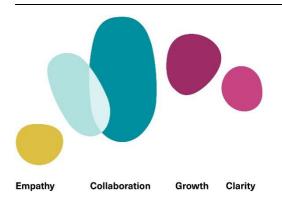
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Position Number: 8656 Reports to: Director Class 1

Directorate: RevenueWA Supervises: 2 FTE

Branch/Section: Operations Group 2 / Location: Perth Metropolitan Area

Technical Advice and Specialist Services



## **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 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.



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- 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.



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- **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, January 2024

Classification Evaluation Date: March 2013

