



## Position Description

Position Title:	Assistant Revenue Consultant	Classification Level:	4
Position Number:	00032019	Reports to:	Assistant Director Legislation Services, L8
Directorate:	RevenueWA	Supervises:	0 FTE
Branch/Section:	Legislation and Review/ Legislation Services	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 Revenue Consultant assists the Assistant Director Legislation Services with preparing tax advice and developing legislation and policy for the State taxes and grants and subsidies schemes administered by the Commissioner of State Revenue. This position also assists with developing and maintaining technical publications and RevenueWA's knowledge management system.

### Responsibilities

- Under the guidance of Revenue Consultants / Senior Revenue Consultants, assist with developing revenue and administrative policy options; preparing advice to the responsible Minister about the State tax laws and grant and subsidies schemes; and developing and progressing legislation amendments, including preparing drafting instructions for Parliamentary Counsel.
- Provide advice and assistance to RevenueWA staff about applying the legislation administered by the Commissioner of State Revenue and practices, rulings, and procedures.
- Create and maintain RevenueWA's knowledge catalogues, including liaising with subject matter experts to develop technical content.
- Coordinate development and publication of RevenueWA's eNews and technical alerts.
- Assist the Technical Publications and Knowledge Consultant in developing and maintaining rulings, Commissioner's Practices, procedures, and website content.



- Assist the Knowledge Management Revenue Consultant in maintaining RevenueWA's knowledge management system (KnoWA).
- 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

- Demonstrated ability to interpret and apply legislation and understanding of the legislative process.
- Demonstrated ability to research complex issues and make appropriate recommendations.
- Sound communication and interpersonal skills, and the ability to deliver a customer-centric service.

### Desirable Requirements

- Knowledge of State tax legislation and grant and subsidies schemes.
- Experience in the development of legislation and policy.
- Tertiary qualifications in business, law, economics, 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 **Personal Leadership** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

1. **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
2. **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
3. **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.
4. **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
5. **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
6. **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.
7. **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, July 2023

Classification Evaluation Date: March 2021

