



## **A day in the life of an Assistant Revenue Consultant**

### **RevenueWA – Department of Finance**

As an Assistant Revenue Consultant, every day is different.

You will work in a small, high impact team solving legislative issues across State taxes such as duties, land tax and payroll tax. You'll improve your legal knowledge and gain a thorough understanding of the legislative process in this role. You'll even have the opportunity to attend Parliament to watch our Bills being debated.

You may be asked to review an issue in the land tax legislation and develop options to resolve that issue. This will involve working with operational teams across RevenueWA and consulting with other agencies, such as the Department of Treasury.

At times you will manage regulation changes under the State tax laws. This will involve preparing drafting instructions to the Parliamentary Counsel's Office and acting as the instructing officer for the changes.

Part of your role will be to coordinate RevenueWA's eNewsletters and eAlerts. You'll liaise with other staff for content, then use your writing and design skills to craft correspondence that reflects key messages. After sending these out to up to 40,000 people using bulk correspondence software, you will use Google Analytics to review and record the impact of the messages.

You will help manage content in our online knowledge database. This will involve uploading documents to specific locations within the database and assigning metadata to ensure staff members can easily find what they need. You'll also assist with maintaining our online knowledge catalogues and updating them to accommodate legislative amendments.

You can get creative too! We're always looking for ways to innovate and improve our systems and processes. Use your interpersonal skills to gather feedback from staff then apply your creativity to develop effective and appealing content.

There's a high level of flexibility within this role. You can start the day between 7am and 10am, and finish between 3pm and 6pm. If you need to work more than 7.5 hours on a given day, you can accrue flexi time which can be used for scheduled time off. Flexible working arrangements and the option to work from home up to two days a week supports a welcoming work environment. There are also opportunities for further development through ad-hoc projects and a range of training courses.

RevenueWA embraces a plain English approach to communication, which engages your skills to convert complex legal jargon into straightforward language that other people can understand.