

Compliance Inspector

Statement of duties

Position number	724745
Location	Launceston
Division	Revenue, Gaming and Licensing
Branch	Liquor and Gaming
Section	Compliance
Award	Tasmanian State Service Award plus Compliance Inspectors Agreement 2016
Classification	General Stream, Band 4
Immediate supervisor	Compliance Team Leader
Employment conditions	Permanent
Hours per week	Flexible up to 36.75 hours

Branch responsibilities

The Liquor and Gaming Branch supports the Commissioner for Licensing and the Tasmanian Liquor and Gaming Commission in their regulatory functions under the *Liquor Licensing Act 1990* and the *Gaming Control Act 1993*. The branch also provides advice to government on liquor and gaming policy, collects gaming taxes and forecasts gaming revenue for the State Budget.

Position objective

As a member of a small team, support the Tasmanian Liquor and Gaming Commission and the Commissioner for Licensing by ensuring high levels of compliance of liquor and gaming activities, which includes the undertaking of inspections, investigations, audits and the provision of relevant information.

In the context of the selection criteria, to be successful in the position applicants will have:

- the ability to be self-directed and show initiative to plan, organise and schedule work;
- the skills to use appropriate decision making strategies to identify solutions to regulatory problems;
- the capacity to exercise judgement and provide sound oral and written advice on liquor and gaming compliance issues; and
- the ability to provide accurate advice in relation to liquor and gaming regulation.

Primary duties

The Compliance Inspector's primary duties include:

- applying an intelligence-led, risk based approach to undertaking audit and inspection programs to ensure that the sale of liquor and the provision of gaming is conducted in accordance with the respective regulatory frameworks;
- conducting investigations into complaints and breaches of relevant legislation and the preparation of correspondence in relation to those matters;
- preparing briefings, correspondence, reports and submissions to the Tasmanian Liquor and Gaming Commission and the Commissioner for Licensing;
- providing information to the industry and the public on requirements of relevant legislation;
- supporting other team and branch members by providing guidance on liquor and gaming matters;
- conducting research, including analysing statistical information, and undertaking projects as allocated.

Level of responsibility, direction and supervision

The Compliance Inspector requires an understanding of operational guidelines, systems and processes and will receive general direction from the Compliance Team Leader to achieve the required outcomes. The Compliance Inspector co-ordinates and integrates operational functions, interpreting the decision-making framework within which the work activity occurs to resolve complex operational issues. The Compliance Inspector may also supervise a small team of employees, including instruction, guidance and mentoring.

Supervisors are responsible for monitoring the work practices and behaviour within their area to promote compliance with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; the policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

The occupant may be appointed as an inspector under the *Gaming Control Act 1993* and/or as an authorised officer under the *Liquor Licensing Act 1990*.

Selection criteria

Relative merit of candidates for this position is assessed using the following selection criteria:

1. Communication

Demonstrates capacity to: prepare all documentation with good accuracy and drafts of information that require interpretive ability; clearly and succinctly convey ideas and information, including to present a case in support of recommendations; and interpret and explain complex operational matters.

2. Output management

Demonstrates capacity to: plan organise, schedule, prioritise and complete assigned tasks within own area of responsibility; and contribute to and deliver outcomes with a client focus.

3. Conceptual, analytical and judgement

Demonstrates capacity to: exercise judgement in applying policies, rules and regulations; make timely and accurate decisions and resolve complex operational challenges; and provide operational advice using well developed expertise.

4. Leadership and people skills

Demonstrates capacity to: guide and instruct staff in relation to systems and procedures; work effectively in a team and share ideas to improve practices, systems or processes; and behave in alignment with Treasury's Values.

5. Technical and professional*

Demonstrates knowledge, skill and ability in relation to the role or the capacity to rapidly acquire competency.

The above selection criteria are weighted equally for assessment purposes.

* Qualifications and requirements

Desirable – Diploma or Advanced Diploma, completion, or partial completion, of relevant tertiary qualifications.

Approved: Fiona McIntyre, Director

Date: 14 July 2023

For further information please email recruitment@treasury.tas.gov.au, or visit www.treasury.tas.gov.au

Working at Treasury

We are responsible for managing the Tasmanian Government's financial resources and for implementing strategies to achieve the Government's economic and financial objectives. Treasury is a challenging and exciting place to work. Our mission is to improve the wellbeing of Tasmanians by providing high quality advice to the Government as well as effective and efficient administration of our financial and regulatory responsibilities.

Treasury is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find Treasury a great workplace. Our decisions and behaviours are guided by the following values and belief statements:

- **Integrity** as it builds confidence, trust and self-respect, and is the foundation of open and honest communication;
- **Excellence** as it challenges us to give our best and brings us recognition;
- **Respect** as it recognises the value of each of us and the contribution we all make;
- **Camaraderie** as it creates a fun and supportive place to be; and
- **Passion** as it inspires us to achieve great things.



Treasury employment conditions

All roles at Treasury can be undertaken flexibly (up to the hours specified) and we will readily consider proposals to reduce hours or to undertake the hours flexibly or with an altered work pattern. We are interested in developing our staff and helping them to be the best they can be.

We are an equal opportunity employer and we welcome a diverse range of applicants for our positions. We appreciate the diversity of our employees and value the contribution they make to our organisation. We provide reasonable adjustment, as medically required, to enable inherent role requirements to be met. We promote and uphold the principles of fair and equitable access to employment, promotion, personal development and training. Our workplace has a culture of zero tolerance towards violence against women, and towards any form of family violence.

Treasury seeks to provide a healthy and safe workplace for all employees and the Department has a 'duty of care' responsibility in this respect. Employees have a 'duty of self-care' to ensure that they conduct themselves in a manner that protects the safety, health and welfare of themselves and others in the work environment. This position involves a significant proportion of screen-based equipment work. Treasury is a smoke free work environment.

Treasury is committed to creating, as far as is reasonably practicable, a respectful work environment which is free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. All employees must adhere to the standards of

behaviour and conduct specified in the State Service Principles and Code of Conduct (*State Service Act 2000*).

The appointment of the successful applicant may be subject to the applicant satisfying the requirement of section 128 of the *Gaming Control Act 1993* to enable appointment as an Inspector under the Act.

This position regularly works some ordinary hours outside the normal 7am to 7pm span of hours as part of a regular out of span of hours work roster. This is recognised by a loading of 8 per cent of base salary.