

Tasmanian Electoral Commission

Compliance Officer – Statement of Duties

Objective

Contribute to the efficient, effective and ethical operation of the Tasmanian Electoral Commission (TEC) by ensuring election candidate, community and voter compliance with relevant electoral legislation.

Duties

- Prepare for and manage key compliance activities such as:
 - Parliamentary and local government non-voter processes
 - return to sender (RTS) mail data collection for enrolment updates, and
 - management of local government election expenditure returns
- Assist with the development and implementation of policies, processes and procedures that improve understanding of, and compliance with, relevant legislation.
- Prepare and provide information and analysis on activities undertaken.
- Assist with electoral queries, complaints & investigations as directed.
- Communicate and work effectively with staff and other stakeholders and development of relevant information resources.
- Provide assistance to local government councils in their management of General Manager rolls.
- Work collaboratively with the Regulation Officer and build an understanding of regulation activities and tasks to support regulation outcomes as directed.
- As required, perform other tasks and duties within the directorate.

Level of responsibility

The occupant is responsible for:

- ensuring non-voter processes are conducted within agreed timeframes and consistent with TEC policies and precedents
- exercising initiative and discretion in relation to assigned responsibilities in order to achieve organisational goals
- ensuring all work undertaken is thorough, well researched, accurate and timely.
- assisting with the effective and efficient handling of investigation services.
- conducting work in a safe manner such that it does not put themselves or others at risk.
- complying with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.
- upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

Direction and supervision received

- The incumbent is expected to work under general direction in respect of the preparation and management of compliance activities. Exercising initiative and discretion is expected, with general supervision from the Manager Compliance and Investigations.

Selection criteria

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training, and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

1. Demonstrated self-management skills, including the ability to set and meet work objectives, manage concurrent tasks and capacity to adapt to and positively participate in organisational change.
2. Ability to manage small short-term teams undertaking simple electoral processes.
3. Demonstrated capacity to provide timely and accurate advice, sound judgements and recommendations while acting with fairness, equity and integrity at all times.
4. Well-developed written and oral communication skills, including demonstrated liaison, negotiation and conflict resolution skills.
5. Knowledge of electoral legislation relevant to the unit, or the ability to quickly acquire this knowledge.
6. Proven ability to work effectively either individually or as part of a team in the efficient and timely delivery of a professional client service.

Essential requirements

- Political neutrality

Desirable requirements

- Nil

Position Summary

Title	Compliance Officer
Number	NEW
Award	Tasmanian State Service Award
Classification	General Stream Band 3
Division	Tasmanian Electoral Commission
Full Time Equivalent	1.0 FTE
Output Group	Tasmanian Electoral Commission
Branch	
Supervisor	Senior Investigator
Direct Reports	Nil
Location	Moonah
Position category and funding	
Content Manager Record Number	DOC/24/128291