

Tasmanian Electoral Commission

Regulation Officer – Statement of Duties

Objective

Contribute to the efficient, effective and ethical operation of the Tasmanian Electoral Commission (TEC) by ensuring the TEC meets its regulatory requirements.

Duties

- Prepare for and conduct key regulatory activities such as:
 - maintaining the party register and assisting with party reviews
 - maintaining electoral roll data access including the preparation and distribution of quarterly roll data
 - provides assistance with public interest disclosures (PIDs) and right to information requests (RTIs)
- Responsible for the receipt of complaints and queries, and updating and maintaining records held within the TEC's complaints management system.
- Assist with electoral queries, complaints and investigations as directed.
- Assist with the development and implementation of programs, policies and guidelines that improve regulatory adherence.
- Communicate and work effectively with staff and other stakeholders and development of relevant information resources.
- Work collaboratively with the Compliance Officer and build an understanding of compliance activities and undertake tasks to support compliance outcomes as directed.
- As required, perform other tasks and duties within the directorate.

Level of responsibility

The occupant is responsible for:

- exercising initiative and discretion in relation to interpretation of policy and legislation.
- ensuring all work undertaken is thorough, well researched, accurate and timely.
- being responsible for assisting with the effective and efficient handling of complaints.
- being responsible for quickly gaining and maintaining knowledge of relevant electoral legislation and TEC policies and procedures.
- 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.
- You are responsible for 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 regulation activities. Exercising initiative and discretion is expected, with general supervision from the Manager Legislation and Regulation.

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 ability to conduct research and reviews, produce concise and accurate reports, and provide timely, accurate and sound advice while acting with fairness, equity and integrity at all times.
2. Demonstrated self-management skills, including the ability to set and meet work objectives, manage concurrent tasks and capacity to positively participate in organisational change.
3. Well-developed stakeholder engagement, written and oral communication skills, including demonstrated liaison, negotiation and conflict resolution skills.
4. Knowledge of the range of electoral legislation administered by TEC, or the ability to quickly acquire this knowledge.
5. Demonstrated ability to prepare documentation at a level consistent with a range of target audiences.
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

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| Title | Regulation Officer |
| Number | 357987 |
| 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 | Legislation and Regulation |
| Supervisor | Manager Legislation and Regulation |
| Direct Reports | Nil |
| Location | Moonah |
| Position category and funding | Various |
| Content Manager Record Number | DOC/24/128066 |