

## Tasmanian Electoral Commission

### Funding and Disclosure Coordinator – Statement of Duties

#### Objective

Contribute to the efficient, effective and ethical operation of the Tasmanian Electoral Commission (TEC) through the administration of the funding and disclosure scheme.

#### Duties

- Coordinate the effective, efficient and accurate administration of funding and disclosure requirements.
- Establish and maintain registers, processes and policies for funding and disclosure.
- Real time administration of an online portal for lodgement and publishing of periodic donation disclosure returns.
- Develop and maintain processes for the ongoing management, evaluation and publication of Parliamentary donation disclosures and election expenditure returns.
- Liaise with candidates, registered political parties and other scheme participants to support their compliance with the scheme.
- Establish and maintain systems and processes for managing election and administration funding payments and refunds.
- Responsible for the development of content for education and training material for political participants.
- Manage, develop and mentor the Funding and Disclosure Administration Officer.
- Monitor and analyse party, candidate and donor misconduct risk areas including working with the Manager Compliance and Investigation in the establishment of audits.

#### Level of responsibility

The occupant is responsible for:

- effectively and efficiently delivering the TEC's funding and disclosure objectives within allocated resources and agreed timeframes.
- providing adequate instruction, information, supervision and development of the Funding and Disclosure Administration Officer.
- ensuring all staff within the funding and disclosure unit uphold the TEC values and are knowledgeable and consistent with all TEC staff and organisational policies.
- ensure efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the WHS requirements in the WHS Act.
- contributing to our values based workplace culture, leading your team in a values based manner, ensuring your team uphold the values and role modelling the values. Our values are we act with Integrity, Respect and Accountability and our workplaces are Inclusive and Collaborative.

### **Direction and supervision received**

- The incumbent is expected to work with a substantial degree of initiative and autonomy under the direction of the Manager Compliance and Investigations and exercise initiative and judgement whilst operating within established guidelines and procedures.

### **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. Well-developed project management and organisational skills including the autonomous coordination and facilitation of a variety of activities within tight time frames.
2. Strong communication and interpersonal skills including the proven ability to motivate, consult, negotiate and resolve conflict.
3. Proven ability to develop and implement new registers, policies and processes, including the ability to manage an online reporting system.
4. The ability to develop and mentor staff and capacity to positively participate in organisational change.
5. The ability to quickly acquire a sound knowledge and understanding of electoral systems, processes and legislation.
6. Be able to understand and apply the requirements of relevant WHS legislation in your areas of responsibility.

### **Essential requirements**

- Political neutrality

### **Desirable requirements**

- Nil

## Position Summary

<b>Title</b>	Funding and Disclosure Coordinator
<b>Number</b>	357986
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 4
<b>Division</b>	Tasmanian Electoral Commission
<b>Full Time Equivalent</b>	1.0 FTE
<b>Output Group</b>	Tasmanian Electoral Commission
<b>Branch</b>	Funding and Disclosure
<b>Supervisor</b>	Manager Compliance and Investigations
<b>Direct Reports</b>	1
<b>Location</b>	Moonah
<b>Position category and funding</b>	
<b>Content Manager Record Number</b>	DOC/24/125633