

Tasmanian Electoral Commission

Manager – Legislation and Regulation - Statement of Duties

Objective

Contribute to the efficient, effective and ethical operation of the Tasmanian Electoral Commission (TEC) through the development, implementation and review of electoral legislation, policy and procedures and managing the broad regulation activities of the TEC.

Duties

- Manage the TEC's legislation and regulation engagement with government.
- Responsible for the assessment and management of queries and complaints, including public interest disclosures and, where appropriate, referral for investigation.
- Management of political party registration, Aboriginal Land Council of Tasmania (ALCT) enrolment, right to information requests (RTI) and other statutory processes as directed.
- Make a significant contribution to the formulation, development and analysis of policy, briefing information and material, and is expected to develop and achieve standards and objectives within the general framework of corporate goals.
- Provide advice and assistance as required, on relevant policy, legislation, contracts and legal precedent.
- Develop complex briefing material, policy papers, research reports and other material on electoral issues.
- Consult, liaise, and negotiate with government agencies, other electoral management bodies, organisations, political parties, candidates, media and the general public on complex electoral legislation matters.
- Collaborate with other managers within the directorate and the leadership team to achieve the objectives of the Strategic Plan and Annual Operational Plans.
- Manage, develop and mentor the Regulation Officer.
- Perform other duties as required by the leadership team.

Level of responsibility

The occupant is responsible for:

- effectively and efficiently delivering the TEC's legislation and regulation objectives within allocated resources and agreed timeframes.
- providing adequate instruction, information, supervision and development of the Regulation Officer.
- ensuring all staff within the legislation and regulation unit uphold the TEC values and are knowledgeable and consistent with all TEC staff and organisational policies.

- ensuring the 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 under general direction in respect of the management of complaints, queries and projects. Exercising initiative and discretion is expected, with general supervision from the Director Legislation and Compliance.

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. A sound understanding of policy development, review and legislative interpretation processes, together with the capacity to research and prepare reports, briefs, and other written material.
2. Demonstrated ability to develop and formulate legislative proposals and policies and communicate options to stakeholders.
3. High level interpersonal skills, including the development and mentoring of staff, communication, consultation, and conflict resolution skills, and capacity to positively participate in organisational change.
4. Proven self-management skills and the ability to plan, organise and prioritise concurrent tasks to meet deadlines in an environment subject to immutable deadlines, work pressures and change.
5. The ability to quickly acquire a considerable 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

Title	Manager Legislation and Regulation
Number	355044
Award	Tasmanian State Service Award
Classification	General Stream Band 6
Division	Tasmanian Electoral Commission
Full Time Equivalent	1.0 FTE
Output Group	Tasmanian Electoral Commission
Branch	Legislation and Compliance Directorate
Supervisor	Director Legislation and Compliance
Direct Reports	1
Location	Moonah
Position category and funding	Permanent position. Cost code: A038, R085, R086
Content Manager Record Number	DOC/24/124512