

Tasmanian Electoral Commission

Manager Compliance and Investigations – Statement of Duties

Objective

Contribute to the efficient, effective and ethical operation of the Tasmanian Electoral Commission (TEC) by undertaking investigations and providing high-level direction, research, analysis, advice and reports in relation to actual or perceived non-compliance with electoral legislation and managing the broad compliance activities of the TEC.

Duties

- Manage the TEC's electoral compliance regulatory processes, particularly in relation to non-voter processes and electoral roll integrity.
- Plan and conduct TEC own-motion investigations or audits, and assessments and investigations arising from complaints relating to the *Electoral Act 2004*, the *Electoral Disclosure and Funding Act 2023* and other relevant legislation. This will include:
 - assisting to identify, prioritise and scope non-compliance risks
 - conducting preliminary enquiries, collecting and analysing evidence, including preparing for and undertaking coercive interviews
 - undertaking the duties of Inspector as directed under electoral legislation
 - liaising with parties, candidates, third party advocates and donors
 - preparing and presenting comprehensive and high-quality reports in relation to complex investigations, including recommendations.
 - leading enforcement activities.
 - liaising with external stakeholders, including the Office of the Solicitor-General, the Office of the Director of Public Prosecutions, and other senior legal staff from public authorities.
- Contribute to researching, developing and delivering non-compliance education materials and presentations.
- Collaborate with the leadership team to achieve the objectives of the Strategic Plan and Annual Operational Plans.
- With guidance, prepare briefs of evidence, reports and recommendations in relation to investigations and performance audits.
- Manage, develop and mentor the Funding and Disclosure Coordinator and the Compliance Officer.
- Perform other duties as required by the leadership team.

Level of responsibility

The occupant is responsible for:

- effectively and efficiently deliver the TEC's compliance objectives within allocated resources and agreed timeframes.
- providing adequate instruction, information, supervision and development of the Compliance Officer.
- ensuring all staff within the Compliance and Investigations 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 assessment, investigation and resolution of complaints, disclosures and notifications. 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. Well-developed skills in conducting high level enquiries and investigations into complaints, and the ability to identify issues that ought to be the subject of further assessment, investigation or referral.
2. Demonstrated ability to research, gather and evaluate complex and voluminous material, and to prepare accessible, high quality and evidence-based reports.
3. Demonstrated ability to exercise sound judgement in complex and sensitive matters and to support strategic decision-making, particularly in a complaint management, disciplinary, anti-corruption or compliance environment.
4. High-level interpersonal and oral communication skills, including the ability to deliver presentations, undertake interviews, manage conflict, communicate and consult.
5. The ability to develop and mentor staff and capacity to positively participate in organisational change.
6. Be able to understand and apply the requirements of relevant WHS legislation in your areas of responsibility.

Essential requirements

- Political neutrality.

Desirable requirements

- A background in investigations, law or compliance.

Position Summary

Title	Manager Compliance and Investigations
Number	357985
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	
Content Manager Record Number	DOC/24/125661