

Tasmanian Electoral Commission

Director Legislation and Compliance

Statement of Duties

Objective

Lead the Legislation and Compliance directorate to establish and embed funding and disclosure policies and procedures and oversee investigations and prosecutions. The position has overall management responsibility for the delivery of outcomes from the Legislation and Regulation, Funding and Disclosure and Compliance and Investigation teams; and sets the annual directorate workplan aligned to the strategic and annual plan of the Tasmanian Electoral Commission (TEC). The position will contribute significantly to legislated objectives and has the ability to influence the performance of staff across the TEC.

Duties

- The delivery of legislative regulatory, policy and compliance outcomes for electoral events and funding and disclosure processes; and set the annual directorate workplan aligned to the strategic and annual plan of the TEC.
- Provide leadership, direction and management for the development, delivery, implementation and review of strategic projects that support the high-level achievement of the TEC's functions, strategic direction and operational priorities.
- Directly lead the directorate teams through:
 - setting and monitoring the team's strategic direction and workload in line with the TEC's strategic and operational plans.
 - guiding and coaching individual staff based on the implementation of sound policy and compliance practices, contemporary investigative and risk assessment processes, and an approach of constant improvement.
 - monitoring and implementing the team's standard operating procedures, including those related to case management and evidence collection processes.
 - ensuring that output is efficient, effective and in accordance with the highest ethical and professional standards.
- Assist in enhancing the public and professional profile of the TEC through:
 - identifying and managing the implementation of legislative and policy amendments that may be required to facilitate the TEC's work.

- overseeing the preparation of complaint responses and assessment and investigation reports by the team, personally undertaking assessments and investigations as required, and formulating recommendations for consideration by the Electoral Commissioner (EC).
 - overseeing the appropriate management and completion of TEC compliance tasks and responsibilities.
 - overseeing legal research and the provision of internal advice as required by the EC, including liaison with the Office of the Solicitor-General and Director of Public Prosecutions.
- The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Level of responsibility

The occupant is responsible for:

- The management and delivery of the work and outcomes required of the Legislation and Regulation; Funding and Disclosure; and Compliance and Investigation teams and the management of associated resources.
- Operating as a senior member of the TEC team, and providing leadership and direction to other members of the TEC, actively participating in the management of the TEC, and supporting the development and implementation of policies, practices, initiatives and strategies.
- Periodically reviewing the work area with your supervisor to assess the WHS aspects of the work done. Review hazard and incident reports, ensuring timely follow up and close out of actions. Overview the risk assessment processes for their activities.
- Ensuring 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.

Direction and supervision received

- Under the broad direction of the Deputy Electoral Commissioner, lead the Legislation and Compliance directorate and undertake designated tasks with a high degree of independence, autonomy and initiative, and ensure the delivery of outputs on time and at a very high quality.

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 lead, motivate and manage teams to achieve excellence in legislative policy, compliance, regulation and funding and disclosure practices.
2. Demonstrated high level analytical and legislative research skills, prosecutorial knowledge and experience, a strong understanding of relevant legal principles and legislation, and sound judgment in situations of pressure, ambiguity and change.
3. Proven ability to ensure high quality outcomes in legislative policy, regulation and compliance.
4. Highly developed written communication skills, demonstrated through the preparation of complex and sensitive reports.
5. Significant experience and demonstrated ability to build relationships, communicate, advise, consult, and negotiate with a range of stakeholders at all levels of an organisation.
6. Be able to demonstrate an understanding of the WHS legislation and the responsibilities of managers.

Essential requirements

- Political neutrality

Desirable requirements

- Nil

Position Summary

Title	Director Legislation and Compliance
Number	357935
Award	Tasmanian State Service Award
Classification	General Stream Band 8
Division	Tasmanian Electoral Commission
Full Time Equivalent	1.0 FTE
Output Group	Tasmanian Electoral Commission
Branch	Legislation and Compliance
Supervisor	Deputy Electoral Commissioner
Direct Reports	3
Location	Moonah
Position category and funding	Cost codes A038 / R085 / R086 / T137