

Tasmanian Electoral Commission

Funding and Disclosure Administration Officer – Statement of Duties

Objective

Contribute to the efficient, effective and ethical operation of the Tasmanian Electoral Commission (TEC) by assisting the TEC to meet its funding and disclosure regulatory requirements. This position is the initial and primary point for enquiries on Funding and Disclosure matters, providing general administrative support to the Legislation and Compliance directorate.

Duties

- Be the first point of contact for funding and disclosure matters, responding to telephone, email and internet-based enquiries.
- Provide administrative and clerical support to the Funding and Disclosure scheme and to the broader Legislation and Compliance directorate teams as required.
- The collection, recording and distribution of mail, maintenance of filing systems and recording of information and data as required.
- Assist the Funding and Disclosure Coordinator to support political participants to be compliant with the Funding and Disclosure scheme.
- Assist in maintaining funding and disclosure content (both inhouse and online).
- Perform administration support in relation to candidate funding payments.
- Undertake desktop research and sourcing of information to support team projects.
- Provide TEC customer service and administration support as required.
- As required, perform other tasks and duties within the directorate.

Level of responsibility

The occupant is responsible for:

- effectively, efficiently and professionally delivering the team's services and objectives.
- ensuring all work undertaken is thorough, well researched, accurate and timely.
- maintaining confidentiality and acting with discretion.
- 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.
- 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 perform routine work based on standard procedures, make decisions based on established guidelines and instructions, written or verbal, with general supervision of the Funding and Disclosure Coordinator.

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 provide administrative and clerical support within a professional and confidential environment.
2. Demonstrated self-management and organisational skills, with the ability to manage competing deadlines in a high volume work area and capacity to positively participate in organisational change.
3. High-level communication and interpersonal skills, with a commitment to professional customer service.
4. Proficiency in Microsoft Office applications and the ability to learn basic electronic record-keeping and online systems.
5. Ability to work autonomously and within a small team.

Essential requirements

- Political neutrality

Desirable requirements

- Nil

Position Summary

Title	Funding and Disclosure Administration Officer
Number	357989
Award	Tasmanian State Service Award
Classification	General Stream Band 2
Division	Tasmanian Electoral Commission
Full Time Equivalent	1.0 FTE
Output Group	Tasmanian Electoral Commission
Branch	Funding and Disclosure
Supervisor	Funding and Disclosure Coordinator
Direct Reports	Nil
Location	Moonah
Position category and funding	Various
Content Manager Record Number	DOC/24/128669