

Position details

Job reference	IGTO 006-2023
Position title	SES Band 1 Tax Leader (expected vacancy)
Classification	Senior Executive Service Band 1 (SESB1) (\$207,237 – \$229,449 per annum) + attractive employer superannuation)
Number of positions	One
Closing Date	Midnight AEDT, Wednesday 4 October 2023
Location	Sydney
Working arrangements	Full-time The Inspector-General of Taxation and Taxation Ombudsman supports a range of flexible working arrangements.
Job Type	Ongoing/Non-Ongoing.
Eligibility	Employees of the Inspector-General of Taxation and Taxation Ombudsman are required to be Australian citizens and must hold a current security clearance, at the baseline level, or successfully complete a clearance prior to commencement.
Mandatory Qualifications and experience	<ul style="list-style-type: none"> • Extensive knowledge and application of taxation laws and related policies, including at an executive level – in excess of 15 years. • Relevant tertiary qualifications in taxation, law, accounting, finance and/or economics – completion of undergraduate studies at a minimum. • Membership of a relevant professional association. • Experience in leading a taxation function is mandatory – in excess of 5 years.
Contact officer	Kim Williams Phone: 0427 944105 Email: kim.williams@igt.gov.au

About The IGTO

The Inspector-General of Taxation and Taxation Ombudsman (IGTO) is an independent, small Commonwealth Government Agency (about 30 people) located in Sydney with national responsibilities. The IGTO contributes to the overall integrity and transparency of the tax system by independently investigating taxation decisions, actions, systems and laws of the Australian Taxation Office (ATO) and Tax Practitioners Board (TPB).

IGTO investigations provide assurance to the community that taxation laws are administered fairly and consistent with community expectations. We also improve the administration of taxation laws for the benefit of all taxpayers, tax practitioners and other entities.

Employees of the IGTO are public servants employed under an Enterprise Agreement in accordance with the *Public Service Act 1999*.

The IGTO has a supportive, inclusive and vibrant office culture that encourages innovation.

The IGTO supports its team with a flexible working environment as well as internal and external training and development, including financial assistance for further relevant studies and professional accreditation.

The IGTO has a range of flexible work options including working from home, part time work and staggered start/stop times.

For further information about our office and our role, refer to the IGTO website at www.igt.gov.au.

About the Role

The IGTO is seeking a highly motivated senior executive leader with excellent leadership, communication and strategic skills to lead a professional and collegiate team.

The SES Band 1 Tax Leader is a member of the IGTO Leadership team and reports directly to, and is a responsible delegate of, the IGTO. The SESB1 Tax Leader participates as a member of the Executive Committee and the Remuneration Committee.

The SESB1 Tax Leader leads the delivery of the Inspector-General of Taxation's taxation review and/or dispute investigations, and broader stakeholder engagement initiatives on behalf of the Inspector-General of Taxation and Taxation Ombudsman (IGTO). The SESB1 Tax Leader will be responsible for managing external public sector relationships (such as relationships with other Inspector-Generals, Tax Practitioners Board, Office of the Australian Information Commissioner, Australian Taxation Ombudsman, Commonwealth Ombudsman, Australian National Audit Office, Auditor-General) and private sector relationships. The SESB1 Tax Leader will also be responsible for stakeholder engagement including the review/dispute and refresh of the IGTO's potential areas for review and/or dispute investigation and delivery of investigation reports and recommendations to position the IGTO as a trusted advisor and public and private sector leader on all aspects of tax administration.

The SESB1 Tax Leader will exercise such powers and functions as are delegated by the IGTO including powers in accordance with the *Inspector-General of Taxation Act 2003*, the *National Anti-Corruption Commission Act 2022* and the *Public Governance, Performance and Accountability Act 2013*.

The SESB1 Tax Leader will lead and oversee IGTO tax review and/or dispute investigations. This includes accurate, and timely information and advice to support the IGTO and all team members working on review/dispute investigations, with a strong focus on ensuring IGTO tax review and/or dispute investigation reports are delivered in a timely manner and communicate with influence IGTO improvement recommendations.

This role also has responsibility for developing and maintaining the IGTO governance frameworks, structures, processes and documentation to enable the IGTO to achieve its objectives and be accountable for its performance and operations relating to the review/dispute investigation function. The SESB1 Tax Leader will monitor and manage relevant performance indicator reporting for inclusion in the agency's Corporate Plan and annual report, as well as other performance indicators and statements as a member of the Executive and for reporting to the Audit and Risk Committee (ARC).

The SESB1 Tax Leader is responsible for delivering critical compliance obligations on behalf of the Agency that may include the Corporate Plan and the Annual Report, as well as various policies, procedures and delegations concerning information management and destruction, freedom of information and privacy, security and legal.

The SES B1 Tax Leader will exemplify the APS Code of Conduct and Values and lead by example to foster a culture of achievement, collaboration, integrity and agility. The SESB1 Tax Leader will be self-aware, and will encourage and respect the diversity of ideas and perspectives.

The office provides a challenging, interesting and professionally rewarding working environment.

Intra and inter-state travel may be required for reviews/disputes, projects and presentations.

Mandatory Qualifications / Experience

- Extensive knowledge and application of taxation, superannuation and administrative laws and related policies, including at an executive level – in excess of 15 years.
- Relevant tertiary qualifications in taxation, law, accounting, finance and/or economics – completion of undergraduate studies at a minimum.
- Membership of a relevant professional association.
- Experience in leading a taxation function is mandatory – in excess of 5 years.

Duties

1. Participate as a member of the IGTO Leadership team and Executive Committee and shape the strategic direction of the IGTO to deliver on key outcomes and statutory obligations.
2. Lead, oversee and deliver on the IGTO's tax review and/or dispute investigation function to ensure that tax review and/or dispute investigation reports are high quality, timely and

communicate with influence to position the IGTO as a leader on matters of tax administration.

3. Oversee management and refresh of key framework documents including the IGTO’s register of potential review/dispute investigation topics, joint operational guidelines with the Australian Taxation Office and review/dispute investigation template documents.
4. Implement and manage IGTO stakeholder relationship management processes with private and public sector stakeholders, including a stakeholder management system, key communication publications and channels (including the IGTO website).
5. Coordinate and lead the IGTO’s participation and contribution to inquiries and consultations undertaken by Parliament and other public sector stakeholders.
6. Represent the IGTO and its interests at key stakeholder consultation forums and discussions.
7. Manage and deliver critical IGTO annual compliance obligations which may, include the Corporate Plan and Annual Report.
8. Oversee and ensure that IGTO policies, guidelines, delegations and governance frameworks relating to information security and management (including those relating to Archives, Freedom of Information and Privacy), security and legal are up to date and fit for purpose.
9. Provide leadership and oversight for the delivery of other agency functions.
10. Attend and present to the ARC as requested and manage risks as allocated under the risk register.

The performance of duties is to be self-directed, align with the IGTO’s strategy and in accordance with exemplifying the Australian Public Service (APS) Code of Conduct, the APS Values and the Secretaries Charter of Leadership Behaviours.

Application Process

The IGTO uses a range of assessment options and processes to assist in selecting suitably qualified and experienced applicants. We uphold the [Merit Principle](#) and our processes are designed to select the right people for our roles.

What are the steps?		
1	Apply	<ul style="list-style-type: none">• Complete the applicant details form;• Provide your current resume of no more than two pages; and

		<ul style="list-style-type: none"> Complete a 'pitch', referencing the Integrated Leadership System (ILS) SES B1 for an SESB1, detailing your relevant skills and experience against the position requirement.
2	Shortlist	Applicants will be assessed on their written application using the SESB1 level requirements of the Integrated Leadership System (ILS) SES B1
3	Interview	Shortlisted applicants may be invited to attend an interview.
4	Referees	Referees may be contacted for further assessment of suitability.
5	Process Complete	After the delegate has approved the process, a merit pool may be established. All applicants will be notified of the outcome of the process.

How to apply

Your application should be emailed to recruitmentigt@igt.gov.au If you do not have internet access or are experiencing any difficulties lodging your application, please contact Kim Williams on 0427944105 or kim.williams@igt.gov.au.

As part of your application you will need to:

- Complete the applicant details form;
- Provide your current resume of no more than two pages; and
- Complete a 'pitch', referencing the for an SESB1, detailing your relevant skills and experience against the position requirement.

Pitch

Please prepare a 'pitch' of no more than seven hundred and fifty (750) words to describe how your skills and experience would contribute to the performance of the duties for this position within the IGTO. You should also refer to the [Integrated Leadership System \(ILS\) SES B1](#), at the SES B1 level when preparing your 'pitch'.