Government of South Australia
Department of Treasury and Finance

Role Statement

Role title	Taxation Investigator Grade III	**Classification**	AS04
Branch	RevenueSA	**Type of Appointment**	Ongoing/ Temporary
Section	Compliance Services	**Position Number**	Multiple
Approved by	Commissioner of State Taxation	**Date**	2026

Department of Treasury and Finance

The Department of Treasury and Finance is the lead agency for economic, digital and financial policy outcomes.

We play a vital role in providing financial services to the community and economic and fiscal policy advice as well as digital services to the Government of South Australia.

The Department of Treasury and Finance actively promotes flexible working arrangements and values diversity in the workplace.

Our Purpose

We are *the Government's trusted fiscal, economic, digital and policy advisor*.
We work to ensure *South Australia is a thriving, prosperous State now and in the future*.

Who we are



Talented, Clear Eyed and Curious

We are analytical, evidence based, innovative and creative.



High Performing

We are known for achieving successful and timely outcomes.



Trusted Partner

We work better together. We lead, partner, and collaborate to help solve the big challenges.



Agile

We organise around opportunities critical to our state and are flexible in responding to challenges.



Fulfilled and Fun

We take the work seriously and ourselves less so - we support each other in the pursuit of excellence and make Treasury a great place to work.

What we are known for

A world class Treasury and Finance.
A high performing agency that *seizes opportunities*, addresses the *big challenges*,
and is a *destination employer* providing *rewarding careers*.

Branch/Section

RevenueSA, through the Commissioner of State Taxation, is responsible for the management, collection and enforcement of South Australia's taxation revenue, management of various grant schemes, management and collection of the fixed property component of the Emergency Services Levy (ESL); and management of government rebate incentive schemes.

The revenue collected (apart from ESL which specifically funds the provision of emergency services), is used by the Government to fund the provision of essential services including public health and safety, education and law and order for South Australian citizens.

Working together to deliver contemporary and innovative revenue and grant services for the benefit of South Australia.

As part of RevenueSA, Compliance Services team contributes to these responsibilities by the achievement of specified revenue targets from programs of compliance activity across all the taxlines administered by RevenueSA. The conduct of these compliance programs not only achieves a gain to revenue, their conduct also has an emphasis on encouraging voluntary compliance, education of clients on their responsibilities and broadening compliance enforcement.

What this role is responsible for

- The Taxation Investigator Grade III is responsible to a Manager Audit, Compliance Services or Senior Taxation Investigator for carrying out audit, investigation and enforcement duties to monitor and enforce compliance with State Taxation legislation. Prepare reports and briefs as appropriate. Gather statistics as required. Obtain evidence for assessment and prosecution in respect of breaches and attend court as required.
- The Investigator is also required to inform taxpayers in the private sector, of RevenueSA policy and their liabilities, in order to encourage their compliance and to provide a high level of taxpayer service.

Who this role reports to

The Investigator Grade III is responsible to a Manager Audit, Compliance Services (ASO-8) or Senior Taxation Investigator (AS0-6) for the conduct of complex audits, investigations and enforcement activities undertaken by the Branch. The Investigator may be required to undertake the role of project leader, where a number of officers are required to complete the task and to assist in training.

Key Relationships/Stakeholders

- RevenueSA Executives, Leadership team and RevenueSA and Compliance Services colleagues the role supports and represents.
- Taxpayers (individuals & businesses) and their representatives.
- External stakeholders – other government agencies, accounting and legal firms, financial institutions and property agents involved in enforcement.

Special Conditions

- Applicants will be required to undergo the appropriate and relevant employment screening assessment(s) required for this role in line with the department's Employment Screening Policy.
- This role requires:
  - ☒ National Police Check
  - ☒ General Employment Probity Check
  - ☐ Working with Children Check
  - ☐ Security Clearance (including Baseline, Negative Vetting Level 1 or Level 2, Positive Vetting)
  - ☐ Other:
- Some out of hours work may be required. Intrastate and interstate travel may be required.
- The incumbent will be required to participate in the Departmental Performance Management Program.
- The incumbent may be required to be assigned to other positions at the same remuneration level across the department.
- This position may be offered on either a full-time or part-time basis. Salary will be adjusted accordingly.

Essential Expertise

- Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.
- An understanding of the legislative requirements of the *Work Health and Safety Act 2012*.
- An understanding of and ability to work/manage to the spirit and principles of AS ISO 31000:2018 Risk management – Guidelines.
- Demonstrated capacity for clear, creative and analytical thinking to undertake casework and the ability to self-motivate and to work successfully under limited direction to meet deadlines.
- Proven investigative ability to ascertain the substance of transactions behind the legal form.
- Demonstrated ability to communicate effectively both verbally and in writing at various levels in the public and private sectors.
- Commitment to provide quality in audit, investigation and enforcement work and to operate in a professional manner.

Practical experience in one or more of the following areas:

- Conduct of Investigations and research projects
- Examining records for taxation, audit or other similar purposes
- Application and interpretation of legislation.

Knowledge in one or more of the following:

- A working understanding of commercial accounting principles, procedures and systems
- The law of evidence, the main principles of commercial and criminal law and the interpretation and application of legislation.

Desirable Expertise

- Post Secondary studies in accounting, business, computing, economics or related fields.

- Investigations, law enforcement or such other work experience or background that has application to the compliance function.
- A working knowledge of the principal Acts (and associated regulations) administered by RevenueSA.
- Understanding of SA business, industry and commercial practice and relevant legislation.