



## JOB AND PERSON SPECIFICATIONS

Position Title:	<b>Funding, Disclosure and Registration Officer</b>
Position No:	<b>TBC</b>
Classification Level:	<b>ASO3</b>
Type of Appointment:	<b>Temporary term up to 12 months</b>
Branch:	<b>Compliance</b>
Date Updated:	<b>June 2025</b>

## JOB SPECIFICATION

### ROLE SUMMARY

The Funding, Disclosure and Registration (FDR) Officer will support the implementation of strategies, policies, and programs to support a range of ECSA's administrative functions under the *Electoral Act 1985* (**the Act**) including processes to support the registration of Political Parties, the maintenance of relevant public registers, and the exercise of various powers and functions associated with funding administration and disclosures under Part 13A of the Act.

The FDR Officer reports to the Team Leader, FDR and will collaborate with other members of the Compliance team and engage with internal and external stakeholders as necessary.

### KEY RESPONSIBILITIES

- Prepare advice and documentation to support assessment of applications for political party registrations in accordance with relevant laws and best electoral practice, including reviewing and assessing applications, maintaining the Register of Political Parties, and the processing of Annual Political Party Returns in accordance with Part 6 of the Act.
- Review disclosures and associated documents lodged by participants and prepare advice and documentation regarding compliance with the requirements in Part 13A of the Act.
- Respond to stakeholder enquiries and provide guidance on matters of limited complexity, escalating more complex enquiries to senior staff as appropriate.
- Provide assistance and guidance to stakeholders about the requirements for claims and returns and to assist in the completion of associated forms.
- Draft statutory notices (where necessary).
- Maintain appropriate documentation and forms.
- Assist with maintaining other registers as required under the Act, including processing appointments, conferrals, and terminations.

## AGENCY RESPONSIBILITIES

- Contribute to effective election management and the provision of best practice electoral services by investigating opportunities to enhance operations and assuming responsibility for specific state and local government electoral projects and agency projects.
- Demonstrate appropriate and professional workplace behaviours that are in-line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to EEO, Diversity and Ethical Conduct according to the principles of the Public Sector Act 2009.
- Contribute to a safe and healthy work environment by taking reasonable care to protect your own and others' health and safety at work by having a knowledge of, and complying with, legislation and ECSA policies and procedures related to the Work Health and Safety Act 2012 (SA).
- Utilise resources and information in a responsible and accountable manner and comply with all Public Sector and ECSA financial, procurement, IT and HR policies and procedures.
- Actively participate in ECSA's Performance Management and Development Program.
- Uphold the values of ECSA as reflected in the Strategic Plan.
- Adhere to quality service standards to ensure objectives of ECSA's Customer Service Charter are fulfilled.
- Keep accurate and complete records of business activities in accordance with the State Records Act 1997.

You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform.

## SPECIAL CONDITIONS

- In order not to compromise the strict neutrality of the Commission, no person who is active in political affairs or intends to carry on this activity may be an employee.
- Employment is dependent upon a National Police Certificate clearance that the Commission finds satisfactory.
- Extensive out of normal working hours duty may be required during the period of an election.
- ECSA staff will be required to work collaboratively with both internal and external staff, contractors and service providers to ensure smooth operations of ECSA functions, in particular during election events.
- ICT staff will be required to remain current in their training related to technology and data security and understand roles and notification requirements in the event of an incident or breach.
- Some interstate and intrastate travel may be required.

**PERSON SPECIFICATION****ESSENTIAL REQUIREMENTS****Qualifications**

- None specified.

**Personal Abilities, Aptitudes, Skills**

- Ability to work under limited direction and exercise a degree of autonomy in the discharge of assigned duties.
- Demonstrated ability to be accurate and systematic in the production and delivery of work.
- Demonstrated skills in time management, including the ability to organise workflow and adapt to changing day-to-day demands, determine priorities and meet deadlines.
- Professional manner with the ability to maintain highly confidential and sensitive information.
- Well-developed written and verbal communication skills to communicate effectively with a range of internal and external stakeholders.
- Possession of interpersonal skills that facilitate teamwork, and foster the trust, cooperation and support of others.

**Experience**

- Experience in following administrative processes and procedures and/or in the application of laws to support decision-making and compliance activities.
- Experience in working collaboratively in a small team and contributing to a responsive and cooperative team environment.
- Experience in the Microsoft Office suite of software and a broad knowledge of information technology and Internet applications.

**Knowledge**

- None specified.

**DESIRABLE CHARACTERISTICS****Qualifications**

- None specified.

**Personal Abilities, Aptitudes, Skills**

- Proven ability to quickly learn new legislative and policy requirements and adapt to a changing environment.

**Experience**

- Experience in a regulatory or compliance field.
- Experience in interpreting, understanding and applying legislation.



**Knowledge**

- Working knowledge of State, Local Government and Federal electoral systems and associated processes, practices and requirements.
- Knowledge and understanding of the *Electoral Act 1985* and Regulations, the *Local Government (Elections) Act 1999* and Regulations, the *Local Government Act 1999* and the *Constitution Act 1934*.

Approved by Deputy Electoral Commissioner:			/ /
Accepted by Employee:			/ /

**Name**

**Signature**

**Date**