

### CLASSIFICATION JOB INFORMATION

SAP Job ID:	90001414
Position/Classification Title:	Revenue Policy Officer
Pay Grade:	EC 09
Add-On Eligibility:	False
Standardized:	No
Inactive	No
Date Last Evaluated:	9/22/2023

### JOB INFORMATION

Job/Working Title:	Revenue Policy Officer
Department:	Finance and Treasury Board
Division/Section:	Fiscal Policy, Economics and Budgetary Planning Branch/ Provincial Tax Policy and Administration Division and Taxation and Federal Fiscal Relations Division
Reports To (Position Title):	
Exclusion Status:	Excluded

### OVERALL PURPOSE

The Revenue Policy Officer is responsible for policy development, implementation, administration, and evaluation/monitoring of tax and fiscal policy, legislative and regulatory initiatives sponsored by the Minister of Finance and Treasury Board. The Revenue Policy Officer uses formal processes and tools to develop policy documents, reports and recommendation, legislation/regulations and guidelines. The Revenue Policy Officer is accountable to support various divisional strategic and operational initiatives such as the development of fiscal and economic models use in forecasting the impacts of demographic changes on provincial revenues and the administration of Provincially legislated tax programs

### KEY RESPONSIBILITIES

Undertakes research, develops and analyzes policy options and makes recommendations on a broad range of tax and fiscal policy to inform the decision-making process by senior management. This involves knowledge of research methods, coordination of multiple databases to assist in the identification and analysis of policy options, drafting of policy papers and recommendations, development of policy instruments/regulations, interpretation of legislation, and liaison with the Canada Revenue Agency, and annual evaluation/monitoring of initiatives.

Prepares submissions to Executive Council and Policy and Treasury Board (Financial Measures Acts, requests for Legislation, presentations to Treasury and Policy Board), which may include subject matter related to net compensation of employees and their taxable income (e.g. changes to non-refundable and refundable tax credit that affect federal and provincial tax payable). Consults with key industry stakeholder groups to ensure sound policy development and alignment of departmental priorities with government objectives and commitments.

Manages and delivers required outcomes for two or more tax programs, offered directly Finance and Treasury Board, while reporting to senior colleagues.

Administers Act(s) and/or its regulations in the province, and may perform and exercise any of the powers, privileges, duties, and functions of the Minister as specified in the legislation and the designation. Ensures the accurate and fair administration of tax and tax credit applications through adherence to legislation and documented processes.

Identifies and designs programs to assist with the evaluation and planning for the future direction of tax programs and policies as required under legislation. Activities include program(s) development, economic and business analysis, providing advice and policy recommendations, and may include the resource and capacity management of direct resources. Provides advice to senior colleagues regarding tax and tax credit program performance against government priorities through this on-going program evaluation and analysis.

Identifies shortcomings and suggests improvements to existing processes, systems and procedures, then delivers a plan for a small element of a change management program in collaboration with senior colleagues and project team for external applicants to the tax programs.

Provides accurate forecasts of tax credit uptake and cost as part of overall personal and corporate income tax forecasts for use in fiscal updates and the provincial budget. Provides advice to senior colleagues regarding

May perform other related duties as assigned

In addition to the knowledge, skills and abilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)

## SCOPE

<b>Contacts (Typical):</b>	<p>Within Government: The incumbent communicates with an extensive array of senior department officials within the government, including Government Accounting, departmental officials and agency officials. Extensive contacts and effective working relationships with officials throughout government to facilitate the integration of analysis into programs, legislation, policy, and planning.</p> <p>Outside Government: Extensive professional contacts and effective working relationships with businesses, industry associations, and various stakeholder groups. Demonstrates effective and respectful cultural competence/skills in working with diverse groups and their representatives. Professional relationships are developed, and key contacts are maintained with applicants, senior staff at businesses, and various industry representatives. External networking on a local, provincial, and national basis is also critical to maintain consistent assessment and administration of tax and tax credit programs</p>
<b>Innovation:</b>	<p>Works with high degree of independent judgement and initiative and the ability to develop concepts and communicate effectively with individuals, businesses and other government stakeholders. The position requires a great deal of professional judgement and a knowledge of both government and private sector practices in order to provide current and informed administration decisions for tax programs and credits. It also requires an ability to work in a high-pressure area often with stringent time constraints, deal with complicated legislation, technical models and data and have an ability to communicate information and options to government in a clear and concise manner.</p> <p>Understands the informal structure and able to identify key stakeholders and decision-makers. Seeks to understand their individual perspectives and concerns and accurately hears the unspoken or partly expressed thoughts, feelings and concerns of others. Specifically, actively listens; for example, repeating what was heard to check understanding, particularly in difficult conversations with businesses and individuals applying for tax and tax credit programs.</p> <p>Engages with others, getting buy-in to deliver results and skillfully influencing to build support. Specifically, adapts approach; for example, considering what is important to the stakeholder audience and tailors the message and the language accordingly.</p> <p>Manages, tracks and attends to multiple pieces of information, bringing order and clarity. The incumbent reviews, analyzes, recommends and drafts changes to Acts and Regulations based on tax policy measures adopted by the Province and/or measures adopted by the Federal Government which impact provincial Acts and Regulations. The officer liaises with departmental and federal agencies to acquire and work with confidential data related to taxation and revenues. They generate data that is incorporated into the broader economic and fiscal analysis.</p> <p>Thinks through issues by seeing the pattern or big picture, brings facts and ideas together, and develops innovative or creative insights. Specifically, sees patterns or trends; for example, spotting recurring issues with tax credit applications.</p> <p>Focuses on assessing, measuring and improving performance. Shows drive and determination to meet short- and long-term goals. Specifically, improves performance; for example, enhancing and improves the efficiency, streamlining and effectiveness of processes. The Revenue Officer prepares and reports on the Province's total revenue situations through regular reports on revenues (by source) as well as through ad hoc customized reports. This activity requires coordination within the Division as well as extensive contact with line</p>

	<p>Departments.</p> <p>Focuses on the long-term business strategy and aligns their thinking and planning accordingly. Clarifies and refines the strategy; for example, translating the overall strategy into actionable local changes or innovations</p>
<b>Decision Making:</b>	<p>Undertakes tax programs in terms of broad objectives; consulting with senior staff on major policy or procedural matters. Applies comprehensive knowledge and skills to independently manage and apply safe systems of work while providing guidance to others. The Revenue Policy Officer determines whether tax credit applications meet conditions established in legislation or regulation. The Revenue Policy Officer's advice will be delivered in cases where Ministerial decision is required.</p> <p>Uses comprehensive knowledge and skills to work independently while providing guidance to others on developing appropriate plans or performing necessary actions based on recommendations and requirements, planning, organizing, prioritizing and overseeing activities to efficiently meet business objectives and monitoring, interpreting and understanding policies and procedures, while making sure they match departmental strategies and objectives.</p> <p>Works without supervision and provides technical guidance when required on achieving full compliance with applicable rules and regulations in management and/or operations, developing appropriate plans or performing necessary actions based on recommendations and requirements, and analyzing data from multiple sources to draw appropriate conclusions and make suitable recommendations.</p> <p>Applies comprehensive knowledge to act independently while providing guidance to others on using clear and effective verbal communications skills to express ideas, request actions and formulate plans or policies.</p> <p>Technical advice on a number of issues requiring the Director's or other senior management decisions including, but not limited to, tax credit approvals, legislative amendments, federal-provincial agreements, revenue sharing arrangements, tax interpretations, releasing information and other related decisions.</p> <p>Professional judgement required on data management, inputs, assumptions, used in revenue forecasting models. Professional judgement during administrative, policy, and technical discussions with other governments in areas affecting provincial tax policy, tax administration and fiscal policy. Professional judgement used in preparing briefing materials for senior management. Includes the ability to decide what is relevant and make recommendation of a particular course of action</p>
<b>Impact of Results:</b>	<p>A fair and efficient taxation system that delivers tax relief according to the government priorities for economic development and social equity. Clear, concise forecasts of and data reports on tax system performance with full disclosure to senior management and the auditor general.</p> <p>A well-informed senior executive and ministerial group regarding impending tax system performance, policy developments and other emerging issues.</p> <p>Public accountability documents are produced in a timely fashion consistent with government and departmental objectives</p>

### People Management:

	# Direct Resources Managed	# Indirect Resources Managed
<b>Additional Information (if required):</b>	<p>This Job Reports to: Policy Strategist</p> <p>Job Titles and number of incumbents reporting to this job: None Supervises interns and support positions in execution of tax program delivery (e.g. preparation of tax credit certificates, tax receipts etc)</p>	

### LICENSES/CERTIFICATIONS

<b>Data From Conversion:</b>	Includes information not referenced elsewhere in the job description that will further help the understanding of what is typical of this job, such as a credential, license or professional designation which is required to perform the work (ex: P.Eng., CPA, Journeyperson Certificate, etc.). Does not include education and
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	<p>experience.</p> <p>In addition to the knowledge, skills and abilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)</p>
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## WORKING CONDITIONS

### Physical Effort

Work activities involve rotating positions of light physical activities, requiring little physical effort and/or easy muscle movements. Majority of time is spent in a comfortable office setting, with some site visits as required, and frequent opportunity to move about and/or change positions.

### Physical Environment

Works in an environment with exposure to acceptable working conditions. Occasional exposure to mild unpleasant or disagreeable conditions (e.g., dust, dirt, noise, etc.) and possibility of accident or health hazards is minimal.

### Sensory Attention

Work activities involve a frequent need to concentrate on a variety of sensory inputs for lengthy durations requiring diligence and attention in order to interpret information. If interrupted, considerable time is spent backtracking to continue activities. The need for visual attention, mental concentration, and detailed/precise work is considerable.

### Psychological Pressures

Work activities are performed in an environment with occasional exposure to one or more psychological pressures (e.g., deadlines, repetitive work, moderate unpleasant public/client situations, etc.). Has the ability to largely control the pace of work with few interruptions. The degree of psychological stress is not noticeably disruptive to the work, and the unpleasant reaction is not too strong/persistent. Disruption to personal life due to work, work schedules or travel is moderate.

<b>Examples/ Additional Information:</b>	
<b>Data From Conversion:</b>	<p>A - Physical Effort Physical effort is what would be reasonably expected in an office environment. Most of the incumbent’s time will be spent at his/her desk, or in meetings.</p> <p>B - Physical Environment The incumbent will work primarily in an office environment. Occasional travel to other government offices may be required. Winter travel conditions may be an unavoidable hazard.</p> <p>C - Sensory Attention Considerable. Work activities involve the need to concentrate on a variety of sensory inputs for intermediate durations at a time requiring close attention several times daily. If sensory activities are interrupted, time is required to backtrack to resume activities, involving lost time. The need for detailed or precise work . Works with complex numerical constructs under frequent deadline pressures and need for accuracy</p> <p>D - Mental Pressures There is frequent need to concentrate and interpret numerical data daily</p>