



Australian Government  
Australian Taxation Office



Charles Sturt  
University

## Work Placement Position

# Australian Taxation Office (ATO) CEG, Individuals and Intermediaries

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Charles Sturt University's Faculty of Business, Justice and Behavioural Sciences has developed a workplace learning partnership with the Australian Taxation Office to offer quality competitive placements for both internal and online students.

To find out more, visit [ato.gov.au](http://ato.gov.au)

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**Subject:** **Session 2 (60):** ACC275, BUS370 (120hrs)

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**Specialisation:** Accounting, Management, Business, Finance

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**Location:** Albury

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**Availability:** 1 position

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**Further information:** The successful applicant will be working with the Practitioner Experience and Relationship Management team, undertaking the following activities:

- A broad range of experience in project management, reporting and engagement with tax practitioners and individuals;
- Assessing gaps in our engagement with intermediaries; and
- Establish clear principles for engagement with disadvantaged and vulnerable community demographics.

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**How to apply:** Email cover letter, résumé, academic transcript and [Authority to Disclose Information](#) to Manager, Workplace Learning, Faculty of Business, Justice & Behavioural Sciences [business-wpl@csu.edu.au](mailto:business-wpl@csu.edu.au).

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**Closing date:** [Closing Date](#)

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Sub Plan, Business Line	Team
CEG, Individuals & Intermediaries	Practitioner Experience & Relationship Management
<b>MAIN TASKS AND ACTIVITIES</b>	
<p>A broad range of experience in project management, reporting and engagement with tax practitioners and individuals.</p> <p>Assessing gaps in our engagement with intermediaries.</p> <p>Establish clear principles for engagement with disadvantaged / vulnerable community demographics.</p>	
<p align="center"><b>IN THE FOLLOWING SECTION, BRIEFLY EXPLAIN WHICH ASPECTS OF THE TASKS/ACTIVITIES YOU HAVE IDENTIFIED WILL ALLOW THE STUDENT TO MEET THE EVALUATION CRITERION</b></p>	
<p><b>PROFESSIONAL SKILLS</b> (i.e. encompasses background and preparation, ability to learn on the job, work attitude, communication skills, dependability, judgement, attendance and punctuality)</p>	
<p>The student will be provided with an outline of the tasks however they will need to use their own initiative to plan and engage with the relevant stakeholders.</p> <p>The tasks will require communication through email and telephone and regular engagement with the supervising manager.</p> <p>All staff are required to input their attendance into a daily time sheet.</p>	
<p><b>TEAM WORK</b> (i.e. opportunities for participating in a team environment)</p>	
<p>The student will work with a small team in the engagement and Support space, with direct Albury staff support within a nationally diverse team environment. They will have the opportunity to develop skills in working in a team environment and workplace relationships</p>	
<p><b>PROBLEM SOLVING</b> (i.e. opportunities for exercising problem solving skills)</p>	
<p>The tasks will provide the student opportunities to:</p> <ul style="list-style-type: none"> <li>- analyse current processes</li> <li>- analyse relationship frameworks</li> <li>- provide recommendations</li> <li>- Develop gap analysis (Intermediaries)</li> <li>- Develop engagement and principles framework for disadvantaged / vulnerable community demographics.</li> </ul>	
<p><b>INITIATIVE</b> (i.e. opportunities for using initiative and ambition, ability to work independently)</p>	
<p>The type of work that the student will be undertaking will allow them to use their initiative in providing innovative solutions and improve existing processes.</p>	

The tasks will require the student to plan out their work and use their initiative to research and produce a formal report.

### **PLANNING AND ORGANISING**

**(i.e. opportunities for planning an organising)**

The student will need to organise and plan their time effectively as they will need to deliver the agreed outcomes by the time their placement finishes. They will be accountable to produce their findings by the end of the period.

### **SELF MANAGEMENT**

**(i.e. ability to manage own work, capacity to learn independently)**

The student will be expected to work work independently however they will receive support from team members and manager if/when required.

### **TECHNOLOGY**

**(i.e. opportunities and abilities for using information and communication technology)**

The student will need to use IT facilities to undertake the research required for this task. Microsoft Excel skills and accounting knowledge will be beneficial.