

# Job application pack

Thanks for your interest in working at Lotterywest. This guide includes information about our recruitment and selection process to support you in preparing and submitting a strong job application. Good luck!

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## Manager Projects and Business Analysis

Level 7 \$117,725 to \$126,033 PSGOCSAGA

Job vacancy number: 19/19

Full time – permanent

### Follow these important application instructions:

**i** Please submit your application Monday 8 April 2019. Unfortunately, we can't accept late applications so please allow yourself enough time to complete your application before the due date and time.

Apply online through the [jobs.wa.gov.au](http://jobs.wa.gov.au) website by clicking the 'Apply for Job' button and follow the instructions. Our People and Culture team are happy to help if you need assistance on (08) 9488 6110.

Please submit your CV and a cover letter of no more than 1000 words addressing essential selection criteria 1 – 4 only. The essential selection criteria is outlined on page four (4) of this document.

For more information about the position please contact Oliver Wilcox, Senior Manager Development and Assurance on 9488 6193.

To learn more about Lotterywest please visit [lotterywest.wa.gov.au](http://lotterywest.wa.gov.au).

Suitable applicants may be considered for future similar employment opportunities at Lotterywest during the next six months.

## About Lotterywest

Lotterywest has been giving Western Australians the chance to dream for more than 85 years. We're the only lottery in Australia, which is State Government owned and operated, with the majority of money spent on lottery tickets being returned to the community through prizes and grants.

Thanks to those that purchase our games and the hard work of over 500 retailers that sell them, our grants are a vital source of support for Western Australia's public hospitals, sports, the arts, local government authorities and thousands of not-for-profit groups.

The vision 'Building a better Western Australia together', has been the foundation of our operation since 1932 and enables us to continue delivering value to our State and remaining a Western Australian icon.

## Our purpose

To enhance the quality of life and well-being of all West Australians through the funding, leadership and support we provide to our beneficiaries and by operating our lottery business with excellence and integrity.

## Our values

- Customer focused
- Upbeat
- Authentic
- Smart
- Reliable
- Adaptable

## About the business unit

The Lotteries Business Unit comprises four (4) sections: Development & Assurance, Operations & Support, Marketing & Sales; and Analysis & Monitoring. We develop, manage and operate our local and national games, our various channels [retail and digital], and we support and service our customers [retailers, players and the general public].

## Key Focus areas of the position

Reporting to the Senior Manager Development and Assurance, the Manager Projects and Business Analysis is responsible for leading, monitoring and supporting all projects and major change activities as well as establishing, managing and operating our business analysis function across the Lotteries business unit. The role has the following key areas of focus:

- Project Management
- Change and Integration Management
- Complex Proposal Development
- Business Analysis
- Service Delivery
- Coaching and People Development

## Key responsibilities

- Leads the design, development, implementation and continuous improvement of project management practices and toolsets for Lotteries and ensures their alignment to corporate PMO standards and industry benchmarks
- Manages and supports various portfolios of change programs and projects, complex proposals, business cases, and feasibility studies
- Leads the design, development, implementation and continuous improvement of the business analysis function and standards for the Lotteries business unit and ensures alignment to industry benchmarks
- Responsible for project planning and delivery quality assurance, monitoring and control including forecasting, budgeting, risk management, change and configuration management, resource management and prioritisation;
- Leads the integration and internal communication of Lotteries change activities across the lottery function and to the broader organisation
- Leads the analysis, interpretation and evaluation of project, change activity and business analysis performance data and their translation into improvement activities
- Manages and develops a team of emerging and experienced resources in project management and business analysis with a focus on the quality, timely, effective and efficient delivery of relevant services and the promotion of a team culture driven by excellence
- Provides high-level consultation, coaching and training to individuals and/or team across Lotteries sections in relation to project management and business analysis
- Develops and manages effective relationships with all relevant internal and external stakeholders
- Undertakes other duties as required

## Mandatory/special role requirements

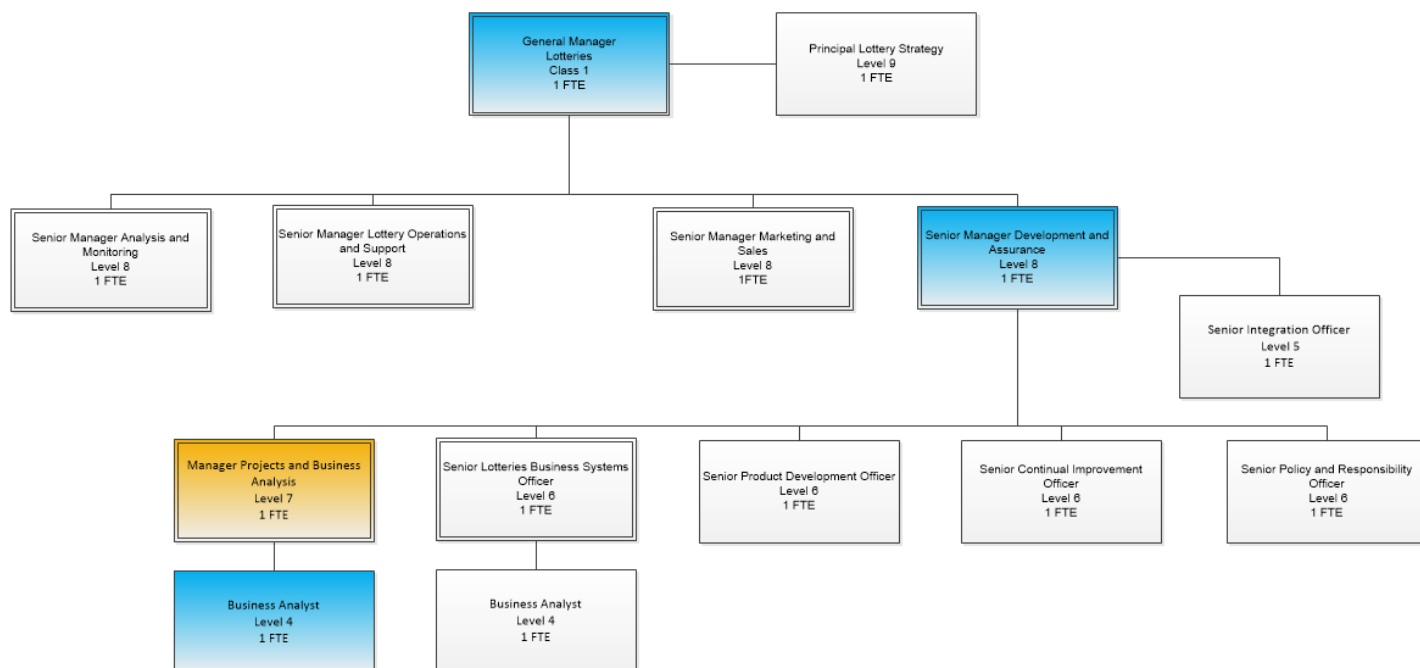
- Police clearance

## Essential selection criteria

**i** *As outlined on page one (1), please address essential selection criteria 1 – 4 only in a cover page of no more than 1000 words and submit in addition to your CV.*

1. Demonstrated high-level experience in the management of complex projects and a specialised understanding of project management methodologies, principles and policies
2. Demonstrated high-level experience in the design and development of business analysis services and standards
3. Specialised knowledge and experience in developing complex investment proposals and business cases
4. Demonstrated ability to coach and train individuals and/or teams to build their capabilities in project management and business analysis
5. High level conceptual, analytical and problem solving skills
6. High level interpersonal and communication skills with the demonstrated ability to liaise effectively across all levels with a broad range of internal and external stakeholders

### Reporting relationship



Direct reports	Indirect reports
1	0

## Why you should join us

We're a unique organisation and the work we do is diverse and rewarding. From the marketing of our games, the management of our gaming and information technology, through to working with community groups that receive our grants. Working with us gives you access to benefits including:

- A flexible working environment with the ability to negotiate working hours that suit you and Lotterywest.
- Learning and development opportunities to improve the way you work in your role.
- A variety of wellness activities such as health checks and exercise opportunities.
- A friendly place to work.

You can find our Head Office in Subiaco, close to public transport, a range of public parking options and great end of journey facilities if you're cycling, running or walking to work.

## How do I apply?

As a State Government statutory authority we follow the Public Sector Commissioner's employment standards as set out in the Commissioner's Instructions. The below instructions will help you prepare and submit a strong job application that meets these requirements.

### Step one: read the role statement

The role statement found on page two (2) to page five (5) of this Job application pack will outline the key responsibilities and skills needed for the position. If your skills match the skills needed then we'd love to receive your application! We'll use the role statement to assess your application and if you're successful, assess your performance once you're in the position.

### Step two: prepare your application

Your job application should be formal. Look at the role statement for specific direction on what your application needs to include. Usually you'll need to include a cover letter that shows you have the skills and experience required to

perform the role, along with your curriculum vitae (CV or resume).

### Step three: submit your application

Take note of the date and time your job application needs to be submitted by and allow yourself plenty of time to finish it. We're not able to accept your application after the date and time included in the advertisement. When you're ready, please submit your application online through the [Jobs.wa.gov.au](https://jobs.wa.gov.au) website.

### Step four: interviews

If our assessment finds you to be a suitable candidate, we'll invite you for an interview.

### Step five: successful applicants

We'll let you know if you were successful or not as soon as we can. At the same time, we'll also let unsuccessful applicants know the outcome. We offer them the opportunity to seek feedback and if they wish they're able to pursue a Breach of Standards (BOS) review of the outcome.

They have four working days to lodge a BOS review. If no one submits a BOS review in this time, we'll let you know in writing that you're the 'successful applicant' and a new Lotterywest staff member!

### Step six: unsuccessful applicants

If you're unsuccessful, we'll let you know in writing after the selection process is complete.

We'll also send you information about who to contact for feedback and how to seek a BOS review of the outcome, if you feel that your application wasn't treated in accordance with the best practice recruitment standards in step four.

You have four working days to apply for a review. A BOS review focuses on the recruitment process itself, not on the abilities of an applicant.

### For more information about Lotterywest

If you have any questions about our recruitment process, please contact the People and Culture team on (08) 9488 6493 or [peopleandculture@lotterywest.wa.gov.au](mailto:peopleandculture@lotterywest.wa.gov.au).