

# 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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## Senior Grants Development Officer

Level 5 \$87,047 to \$95,994 PSGOCSAGA

Job vacancy number: POOL Ref 19/59

Full time – Permanent

### Follow these important application instructions:

**i** Please submit your application by 9.30am on Monday, 29 July 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 6493.

Please submit your CV and a cover letter of no more than 1500 words addressing the essential selection criteria which is outlined on page three (3).

For more information about the position please contact Nerreda Hillier, Manager Grants Development, Grants & Community Development on 0427 317 320.

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 twelve (12) 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.

In 2018, Healthway commenced integration with Lotterywest and shares a common CEO. The Healthway team is co-located with the Grants and Community Development Business unit in Lotterywest.

## 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

Grants and Community Development is responsible for providing effective, equitable and responsible grant making that responds flexibly to community needs. We contribute to the development of best practice grant making across the government, corporate, not-for-profit and philanthropic sectors.

We work in partnership with not-for-profit organisations, government, corporate and philanthropic bodies, actively leading, influencing and encouraging community and sector development to address community challenges and aspirations. A Community Investment Framework guides and measures the impact of the investment the two organisations make in the community through grants.

## Key focus areas of position

Reporting to the Level 6 Senior Grants Development Officer the Senior Grants Development Officer contributes to achieving effective and efficient grant making. The role ensures quality customer service and experience, builds key sector and regional relationships, and makes recommendations for complex grant proposals. The role has the following key areas of focus:

- Ensure quality customer service
- Developmental grant making and community development
- Manage grant applications and assessments
- Manage stakeholder relationships
- Prepare reports
- Contribute and collaborate on projects

## Key responsibilities

- Leads, guides and provides advice to customers on information about Lotterywest Grants, their development and the process
- Guides, shapes and negotiates complex grant proposals to meet a particular not for profit sector or regional need
- Analyses and evaluates complex grant proposals to make recommendations to optimise community and Lotterywest strategic outcomes
- Maintains a detailed knowledge of government, not-for-profit sector and regional issues, policies and priorities and applying this knowledge to grant making, community development and team resourcing
- Leads, collaborates, develops and maintains strong relationships within the not for profit sector and across government to influence partnerships and grant outcomes
- Prepares reports and external communications, including ministerial briefings and business cases to support grant recommendations
- Resources and collaborates in policy and business improvement projects and assisting in the development of agreed strategies
- Represents the organisation at stakeholder events, including some outside normal working hours
- Other duties as required

There are four positions that each contribute to the achievement of effective and efficient grant making.

## Mandatory/special role requirements

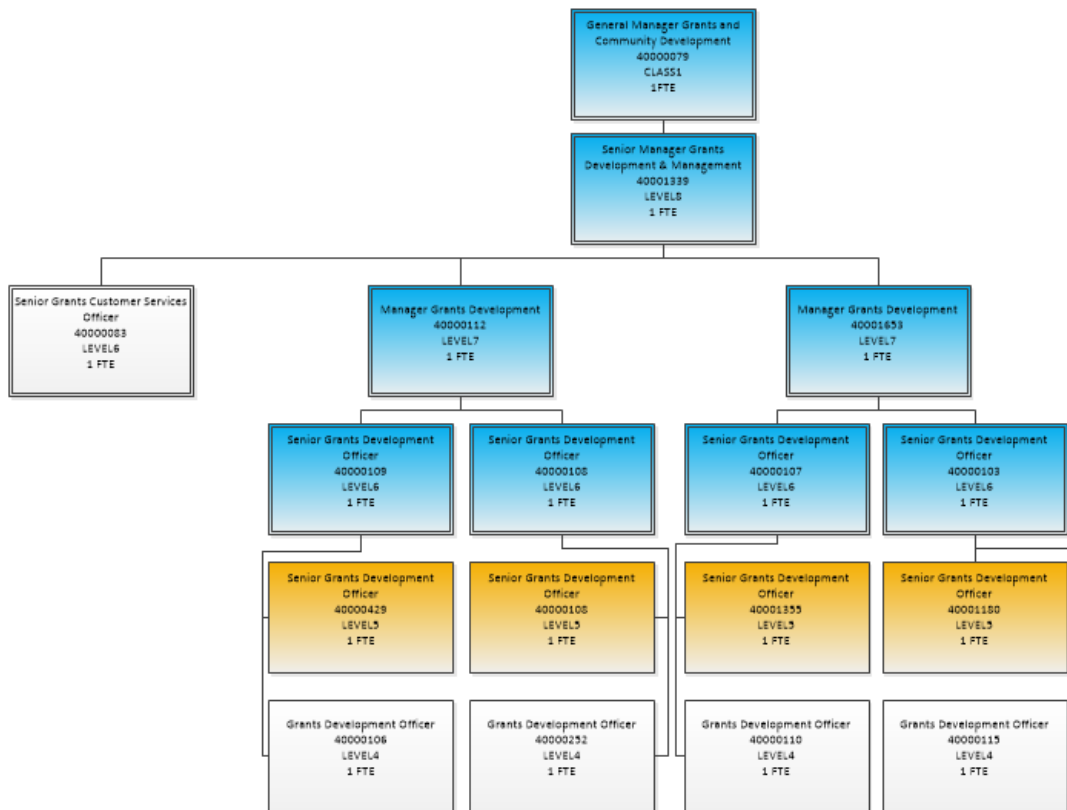
- Drivers Licence
- Police clearance.
- Regional travel
- Afterhours work

## Essential selection criteria

**i** *As outlined on page one (1), please address this essential selection criteria in a cover page of no more than 1500 words and submit in addition to your CV.*

1. Considerable experience in guiding, negotiating, analysing, and evaluating complex grant proposals or equivalent
2. Considerable experience in influencing partnerships and collaborations and to take a responsive and flexible approach in meeting customer and community needs
3. Considerable experience in grant making or related fields, utilising community development principles
4. Excellent writing skills with substantial experience in preparing recommendations, agreements, reports and briefings
5. Demonstrated ability in leading, collaborating and facilitating partnerships and sector management
6. High level communication and interpersonal skills with proven ability in providing excellent and timely customer advice and service

### Reporting relationship



Direct reports	Indirect reports
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## 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 four (4) 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).