

Role Statement



Position title:	Manager HR Business Partnering
Position number:	40000056
Salary and Level:	Level 6 PSCAA
Reports to:	Director People and Culture
Direct reports:	4 FTE

The organisation

Lotterywest is the only State Government owned and operated lottery in Australia, where all the available profit is returned to the Western Australian Community through discretionary and statutory grants. Lotterywest has supported the Western Australian community for over 90 years. Its vision for 'a hopeful, healthy, connected and sustainable community life for all Western Australians'.

Lotterywest is the employing agency for Healthway, which is the only State Government agency dedicated to health promotion. For over 30 years Healthway has been providing grant funding to sport, arts and racing organisations, community activities, and to health promotion projects and research. Healthway's vision is for a 'healthy and more active Western Australia.'

About the business unit

People and Culture are responsible for building supportive and inclusive and a high performing workplace. By focusing on employee experience, organisational development and alignment with company values and Lotterywest's overarching goals. Key responsibilities include: Talent and acquisition, employee engagement, organisational development, diversity, equity and inclusion, performance, health safety and wellbeing, employees/ and industrial relations and payroll as well as compliance.

Key focus areas of the position

Reporting to the Director People and Culture, the Manager HR Business Partnering leads a high performing team to deliver a contemporary and responsive HR Business Partnership model, that works closely with business leaders to support their workforce needs in a highly commercially competitive environment.

The role has the following key areas of focus:

- **Leadership and Management** - Leads and coaches Business Partners and HR admin function on the delivery of contemporary human resources practice and industrial instrument application and interpretation.
- **Business Partnership** - Works in partnership with the business areas in the delivery of human resources expertise, advice and builds the capability of senior managers to manage people matters with confidence.

Role Statement

- **Employee and Workplace Relations** – Subject matter expertise and leadership of complex and sensitive people management issues and resolution.
- **Human Resources Governance** – Develops, reviews and implements workforce policies, procedures and best practice to promote a fair and equitable environment and delivers key expertise in employment and industrial frameworks applicable to the public sector environment.

Key responsibilities

Leadership

- Leads the delivery of the HR business partnership and HR Admin function, as part of the broader People and Culture business unit, aligned to Lotterywest's Strategic plan and Business Unit plans.
- Coach and mentor a team of Human Resources Business Partners and HR Administration to support their development and ensure the provision of high quality and commercially focused human resources services.
- Works closely with the People and Culture leadership team to develop and align key people initiatives to improve work relationships, enhance employee engagement and wellbeing and foster a culture of performance and safety.

Business Partnering

- Lead and coordinate the Business Partner function, ensuring consistent, strategic and high-quality advisory services to business leaders.
- Provide high-level coaching and guidance to BP's and senior leaders on complex workforce and people management issues.
- Ensure effective partnering across the organisation, translating business needs into practical, compliant people solutions.
- Oversee prioritisation and delivery of BP services to align with organisational risks and priorities.

Industrial and Employee Relations

- Provides strategic leadership and subject matter expertise across employee and industrial relations within a highly complex and regulated public sector environment, characterised by multiple industrial instruments, legislative requirements, and competing stakeholder expectations.
- Delivers authoritative and risk-informed advice, requiring sound judgement and sophisticated problem-solving in navigating the complexity of advice and decision-making, often in ambiguous and high-pressure contexts.
- Acts as the senior escalation point for complex, high-risk and sensitive workforce matters, including misconduct, serious misconduct, grievances, performance management and disputes.
- Leads and oversees workplace investigations and integrity matters, ensuring procedural fairness, defensibility, and consistency, while managing the significant scale and sensitivity of workforce issues and their potential impact on individuals, leaders and the broader organisation.

Role Statement

- Operates within and reinforces robust governance, integrity and public sector accountability frameworks, ensuring all advice and outcomes align with legislative, policy and ethical obligations.
- Maintains strong oversight of risk, governance and integrity accountabilities, balancing compliance requirements with pragmatic, outcome-focused solutions that support the organisation's objectives.
- Leads the consistent interpretation and application of industrial instruments, legislation, and organisational policy, ensuring integrity, transparency and equity in decision-making at scale.
- Oversees enterprise bargaining, union engagement and industrial negotiations, managing relationships with key stakeholders including unions and central agencies.
- Represents the organisation in external forums, including tribunals and commissions, managing matters with significant organisational, financial and reputational impact.

Policy and HR Governance

- Leads the review and delivery of people related policies and procedures.
- Monitor legislative and industrial changes, ensuring timely updates to organisational frameworks.
- Develops and maintains strong relationships with central industrial agencies, unions and employee advocacy groups.
- Fosters a culture of respect, diversity and inclusion across the organisation.

Mandatory / special role requirements

- Police Clearance

Essential selection criteria

1. Substantial experience in HR leadership across business partnering, employee and industrial relations, and people operations within a complex organisational environment.
2. Considerable experience in managing complex employee relations matters, including providing advisory and consulting services for line managers and senior leaders
3. Substantial knowledge and experience of employment practices, standards and industrial instruments within a government setting with an ability to interpret and apply complex industrial frameworks in the delivery of commercially focused business outcomes.
4. Excellent interpersonal and communication skills with the ability to influence and negotiate with both internal and external stakeholders
5. In the context of the role, demonstrated skills, experience and behaviours aligned to the *Leadership Context* of the role and experience in successfully leading and supporting employees and line managers through direction, consultation and coaching.

Leadership Context

Leadership Expectations provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is [Leading Others](#).

Role Statement

Expected behaviours	
Lead collectively	You understand how your work and that of your team contribute to achieving agency outcomes.
Think through complexity	You think critically and strategically to solve problems and enhance effectiveness.
Dynamically sense the environment	You adapt your approach to changes in the work environment that affect or may impact the ability of your team or work group to deliver outcomes.
Deliver on high leverage areas	You identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate.
Build capability	You contribute to the development of those in your team or work area by understanding their current capabilities and striving to develop them further.
Embody the spirit of the public service	You display and embody the spirit of public service in all your decision making, interactions and professional activities.
Lead adaptively	You are continually learning and adjusting your approach to be effective in the changing work environment.

Authorised by:

Signed by:

Maxine Mincham

AAA130BF66B64E6...

Maxine Mincham

Director People and Culture

Date: 22/6/2026 | 13:38 AWST