

Role Statement



Position title:	Senior Contracts Officer
Position number:	Generic
Salary and Level:	Level 5 PSCSAA 2022
Reports to:	Director Procurement (Level 8)
Direct reports:	None

The organisation

Lotterywest is the only State Government owned and operated lottery in Australia, where all the available profit is returned to Western Australians through community and statutory grants. Lotterywest has supported the Western Australian community for 90 years. Its vision is '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

Corporate Services is responsible for most of the support functions critical to Lotterywest's operations. In addition to the support role, Corporate Services is responsible for overarching, financial management, records management, project management, governance, procurement, security, assurance and compliance. The business unit comprises six streams being: Procurement and Facilities; Finance Services; Legal Services; Corporate Planning and Reporting; Audit and Risk Management; and Information Security and Integrity.

Key focus areas of the position

Reporting to the Director Procurement, this position undertakes a range of activities to support purchasing and contracting for Lotterywest and Healthway including:

- Contract development (end-to-end) and administration;
- Providing customer support and assisting in building contract management capability;
- Compliance activities including maintaining registers, utilising Tenders WA; and
- Process improvement.

The role ensures compliance with Government and organisational policy and works collaboratively with our customers to solve business challenges and meet business objectives.

Key responsibilities

- Facilitate purchasing and procurement in accordance with Government and Lotterywest requirements.
- Monitor and manage specialist contract administration activities including extensions, variations and novation.

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- Provide support and advice to contract managers.
 - Coordinate the response to procurement audits.
 - Assists in managing the document library to ensure all standard procedures, forms and templates are maintained.
 - Review and improve processes with the view to maximising efficiency, compliance, and customer experience.
 - Contribute to the delivery of high-quality customer service to support the procurement in meeting its objectives in being viewed as a valued partner.
 - Maintain records including the contracts database.
 - Work closely with other Corporate Services teams to ensure alignment of activities and a seamless customer experience.
 - Other duties as required.
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Mandatory / special role requirements

- Police Clearance

Essential selection criteria

1. Demonstrated experience in low to medium risk, medium value contract development and management in a Western Australian State Government context (including the Western Australian Procurement Rules).
2. Demonstrated skills and experience in working with integrated ERP systems for general contract management.
3. Demonstrated analytical and problem solving skills with the ability to research, analyse and interpret information and apply innovative thinking and continuous improvement within the workplace.
4. High level interpersonal, negotiation, written and verbal communication skills with the ability to provide an effective advice and establish effective business relationships with a broad range of customers at all levels.
5. High level experience in the delivery of a broad range of Contract Management functions with a comprehensive advisory approach and excellent customer service.
6. Demonstrated ability to identify, develop and implement process improvements that enhance efficiency, compliance, and customer experience.

Authorised by:



Stella Rapanaro
A/General Manager Corporate Services

Date: 15 June 2026