

Role Statement



Position title:	Senior Partnerships Officer
Position number:	Generic
Salary and Level:	Level 5 PSCSAA 2024
Reports to:	Manager Health Promotion Partnerships
Direct reports:	N/A

The organisation

For more than 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' and is the only State Government agency dedicated to health promotion.

Lotterywest is the employing agency for Healthway and 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 over 90 years. Its vision is to 'build a better Western Australia together'.

About the Healthway Partnerships Team

The Healthway Partnerships Team works in partnership with community organisations to provide healthy environments and educate and promote good health. Our Healthy Partnerships provides funding to a range of diverse programs, to help inspire and empower all Western Australians to live healthy lives.

Key focus areas of the position

Reporting to the Manager Health Promotion Partnerships, the Senior Partnerships Officer is responsible for coordinating the administration, development, assessment and implementation of health promotion projects and funding initiatives.

This role has the following key areas of focus:

- Applying evidence-based health promotion policy and practice to achieve community outcomes, including that relating to Healthway's health promotion projects and funding initiatives/ submissions/applications.
- Providing advice and information to potential partners and relevant stakeholders.
- Managing health promotion projects and funding initiatives, applications, assessments and activations.
- Working with stakeholders to maximise health promotion returns.
- Managing the development and implementation of health promotion projects and funding initiatives.
- Contributing to the overall work of Healthway.
- Developing relationships and delivering a coordinated and integrated health promotion approach.

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Key responsibilities

Management of Healthway's health promotion projects

- Leading, guiding and providing feedback and advice to potential applicants to assist in developing and completing applications in line with Healthway's strategic directions and health promotion priorities.
- Managing the process for health promotion projects and funding initiatives including inquiries, application development and assessment, acquittals and prepares reports and recommendations.
- In partnership with stakeholders, developing and administering health promotion projects and funding initiatives to ensure health outcomes are achieved.
- Negotiating with partners to deliver impactful partnership implementation plans, agreeing on a range of achievable and meaningful strategies that elevate the partnership.
- Developing, implementing and reviewing guidelines and procedures that support the application and assessment process.
- Maintaining up-to-date knowledge of health promotion priorities and trends to ensure that best practice initiatives are adopted and implemented effectively.
- Developing and implementing administration strategies that are effective and efficient.
- Undertaking effective contract management for health promotion projects and funding initiatives.
- Developing, examining and evaluating policies on issues affecting the administration of health promotion and other projects, including partnerships, research and funding initiatives.

Relationship/Stakeholder Management

- Providing accurate and timely information and advice to relevant organisations on Healthway's goals, funding guidelines, grant conditions and application procedures priorities.
- Representing Healthway on project management committees, steering groups and special working parties where required.
- Building and maintaining effective approaches to collaboration and leveraging partnerships to maximize the benefit of Healthway's funds for the WA community.
- Contributing to the promotion of Healthway's work through activities including public speaking, communications using social media and via research networks, publications and seminars.

Other

- Undertaking other special projects and other work as directed.
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Mandatory / special role requirements

- Police Clearance
- May undertake after hours/weekend work/regional travel with overnight stay as required
- Current C Class drivers licence

Role Statement

Essential selection criteria

- Demonstrated experience in the development and implementation of evidence-based health promotion strategies within community settings, including evaluation issues and methods.
- Demonstrated experience and skills in leading, collaborating and facilitating partnerships and project management.
- Demonstrated experience in contemporary grant making/funding programs or a related field, to achieve positive community outcomes.
- Demonstrated well-developed oral and interpersonal communication skills, including the ability to negotiate and gain cooperation with stakeholders.
- Well-developed writing skills, with demonstrated experience in preparing reports and briefings.

Required Qualification

This role requires a tertiary qualification in health promotion or health-related area/behavioural science (or appropriate equivalent post graduate qualification) and/or 2+ years' experience in a similar role.

Authorised by:

Signed by:



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Executive Director Healthway

Date: 9/6/2026 | 08:00 AWST