



Job application pack

Thank you for your interest in working at Healthway. This guide will help you prepare and submit a job application with Healthway and includes information about our recruitment and selection process.

About Healthway

Healthway, the Western Australian Health Promotion Foundation was established through tobacco control legislation in 1991 and now operates under the *Western Australian Health Promotion Foundation Act 2016*.

Healthway creates healthier community settings through partnering with sport, arts and community organisations. Healthway funds health promotion programs and campaigns in the community, as well research with clear links to health promotion policy and practice. Healthway also evaluates the effectiveness of its work and undertakes continuous improvement to ensure its work continues to be based on the best available evidence.

In late 2017 the WA government announced that Healthway would be integrated with Lotterywest. Healthway now shares the same CEO as Lotterywest but continues to operate under its own legislation..

Our Values:

- We have a sense of purpose about our work and are committed to improving the health of all Western Australians.
- We support our people and stakeholders, recognising they are integral to our Mission.
- We strive to support and empower the community to adopt healthier lifestyles.
- We are ethical, accountable and fair.
- We enjoy our work and acknowledge our achievements and those of others.



How do I apply?

Healthway is a State Government statutory authority. As such, we're required to follow the Public Sector Commissioner's employment standard as set out in the Commissioner's Instructions.

Please read the following information to give you the best chance of success with your Healthway job application.

Step 1: Read the role statement

The role statement is a high level document outlining the key responsibilities and the skills required for the position. The role statement is used to assess your application, assess your performance once in the position and develop your skills.

Step 2: Prepare your application

If your skills match the skills required, you're off to a good start. Now you will need to prepare a formal application. Review the role statement for specific direction on what your application needs to include. Usually you will need to include a covering letter and your curriculum vitae.

Your curriculum vitae (CV or resume) should include:

- Your name, address and contact telephone number(s).
- Your email address.
- A concise description of relevant work experience, achievements and the dates of your employment.
- Your education qualifications and training courses.
- Contact details of your referees.



Step 3: Submit your application

Your application will need to be submitted by the date and time stated in the advertisement.

Please give yourself enough time to complete your application as we are unable to accept applications past the date and time stated in the advertisement. Please submit your application online through the Jobs.wa.gov.au website.

Step 4: Healthway's recruitment process

Healthway is committed to best practice recruitment standards. This ensures fairness in the process and that the most suitable person is appointed for an advertised position.

Merit, equity and probity are met by following the principles stated below in our recruitment process:

- Conducting a thorough merit based assessment which matches a candidate's skills, knowledge and abilities relevant to the work-related requirements of the job and the outcomes sought by the public sector, which may include diversity.
- Making sure the process is open, competitive and free of bias, unlawful discrimination, nepotism or patronage.
- Arriving at decisions that are transparent and capable of review.

Step 5: Applicants suitable for interview

If you are assessed as a suitable candidate to progress to the next stage, then you will be invited to an interview.

Step 6: Have I been successful?

We endeavour to notify you of the outcome of your application as soon as possible.

Step 7: Successful applicants

Once the selection process is completed, if you are the successful applicant, you will be notified that you are the 'recommended applicant' for the position.

At the same time, unsuccessful applicants are also notified and offered the opportunity to seek feedback or they may also seek a review of the outcome.

This process is known as the Breach of Standards (BOS) process and usually takes four (4) working days. Once this period is over and provided a substantiated claim has not been lodged, you will be notified in writing that you are officially the 'successful applicant' and a new Healthway staff member!



Step 8: Unsuccessful applicants

If you have been unsuccessful, you will be notified in writing of this when the selection process has been completed.

You will also be provided with information about who to contact for feedback on your application. You will also be provided information about how to seek a review of the outcome of the process if you should feel that your application was not handled in accordance with the standards in Step 4 above.

A Breach of Standard assessment will focus purely on the recruitment process, not on the competing merits of an unsuccessful applicant.

If you would like to apply for a review of the selection process you will need to do this in writing to the Senior Manager, People and Culture, Lotterywest.

For more information about Healthway

If you have any questions about Healthway's recruitment process, please contact the People and Culture team on 9488 6110 or by email at peopleandculture@lotterywest.wa.gov.au.

We encourage anyone who is thinking of applying for a job at Healthway to find out more about us by visiting our website at www.healthway.wa.gov.au



Senior Grants and Research Program Officer - Healthway

Pool Recruitment

Level 6 \$100,966 to \$111,590 PSGOGA

Job Vacancy Number: Pool Ref 18/62

Full Time – Fixed Term (12 months)

The Senior Grants and Research Program Officer role provides an exciting opportunity for a motivated individual with excellent management skills who can lead Healthway's health promotion grants program.

The successful candidate will demonstrate the ability to work with the community to develop health promotion projects and undertake research that promote healthy lifestyles.

The candidate needs to be able to work with stakeholders across Western Australia to encourage partnerships, collaboration and knowledge translation. It is important that the candidate has excellent report writing skills and is able to analyse complex funding applications.

Please submit your application by 9.30am on 12 October 2018

Applicants are to apply online through the Jobs.wa.gov.au website by clicking the 'Apply for Job' button and following the instructions. For application assistance, please contact People and Culture on 9488 6110.

Unfortunately, late applications cannot be accepted and therefore we would encourage you to give yourself sufficient time to complete your application.

Please submit your CV and a personal statement with a word limit of 1500 words addressing the essential selection criteria.

For further information about the position please contact Sue-Ellen Morphett, Acting Director, Health Promotion on 9488 6714.

For further information about Healthway please visit www.healthway.wa.gov.au

Suitable applicants may be considered for future similar employment opportunities during the next twelve (12) months at Healthway.



Role Statement

Senior Grants and Research Program Officer – Healthway

Level 6 \$100,966 to \$111,590 PSGOGA

The Organisation

Healthway, the Western Australian Health Promotion Foundation was established through tobacco control legislation in 1991 and now operates under the Western Australian Health Promotion Foundation Act 2016.

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In late 2017 the WA Government announced that Healthway would be integrated with Lotterywest. Healthway now shares the same CEO as Lotterywest. The organisation continues to operate under its own legislation, the *Western Australian Health Promotion Act 2016*. The Healthway team is co-located with the Grants and Community Development Business Unit in Lotterywest.

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.

Key Focus Areas of Position

Reporting to the Director Health Promotion, the Senior Grants and Research Program Officer - Healthway is responsible for overseeing and monitoring the Health Promotion Grants Program which includes grants for community health promotion projects and research. The position manages staff that coordinates the Community Grants Program and directly manages the administration of the Health Promotion Research Sub-Program. It also leads the dissemination of knowledge transfer from Healthway funded research, both internally and externally.

This role has the following key areas of focus:

- Developmental grant making
- Managing health research grant applications including their assessment and evaluation
- Managing stakeholder relationships and networks
- Environmental awareness and trend analysis
- Managing compliance and process integrity
- Leading and collaborating on projects
- Contributing to the overall work of Healthway



Key Responsibilities

Health Promotion Grants Program

- Oversees the operation of the Health Promotion Grants Program including directing and managing the work of support staff and budget management
- Ensures effective management of all aspects of grant inquiries, application development and assessment, and prepares reports and recommendations
- Ensures the Director and Manager Health Promotion Partnerships are provided with appropriate advice on the Health Promotion Grants Program including budget information and advice on the suitability of applications for funding
- Ensures executive support is provided to the Director Health Promotion and administers advice including the preparation of agenda papers and other relevant documentation for the Health Promotion Grants Program
- Coordinates the allocation of resources within the Health Promotion Grants Program according to Healthway's policy and priorities
- Contributes to the function of Healthway's Health Promotion Grants Program including operational planning, identifying new opportunities and conducting reviews

Health Promotion Research Sub-Program

- Administers the Health Promotion Research Sub-Program, including coordinating the application processes; managing queries from potential applicants; undertaking assessments of applications; maintaining a data base of external assessors; monitoring and follow up of reporting requirements; and evaluating reports received
- Evaluates, guides and shapes complex research grant proposals and makes recommendations to the Board
- Develop, implements and reviews guidelines and processes that support application processes

- Manages the allocation of resources within the program
- Leads health promotion research seminars and workshops to promote Healthway research funding

Knowledge transfer and dissemination

- Leads the dissemination of information and results from Healthway funded research with both internal and external stakeholders
- Monitors and oversees the evaluation of final research reports and identifies potential opportunities for wider dissemination

Relationship/Stakeholder Management

- Provides accurate and timely information and advice to relevant organisations on Healthway's goals, funding guidelines, grant conditions and application procedures priorities
- Supports the Director to ensure the General Manager and office of the CEO are provided with relevant and timely information on health promotion and research grants
- Contributes to the promotion of Healthway's work by way of public speaking, health promotion and research networks and committees, newsletters and seminars
- Manages relationships with a diverse range of stakeholders, including other government agencies and departments, non-government agencies, health professionals and sport, arts and community organisations

Other

- Undertakes special projects and other work as directed



Mandatory/Special Role Requirements

- Police Clearance
- Undertake after hours presentations and attend a range of events/functions on behalf of Healthway
- Occasional travel will be required throughout the State and interstate with over-night stays

Required Qualification

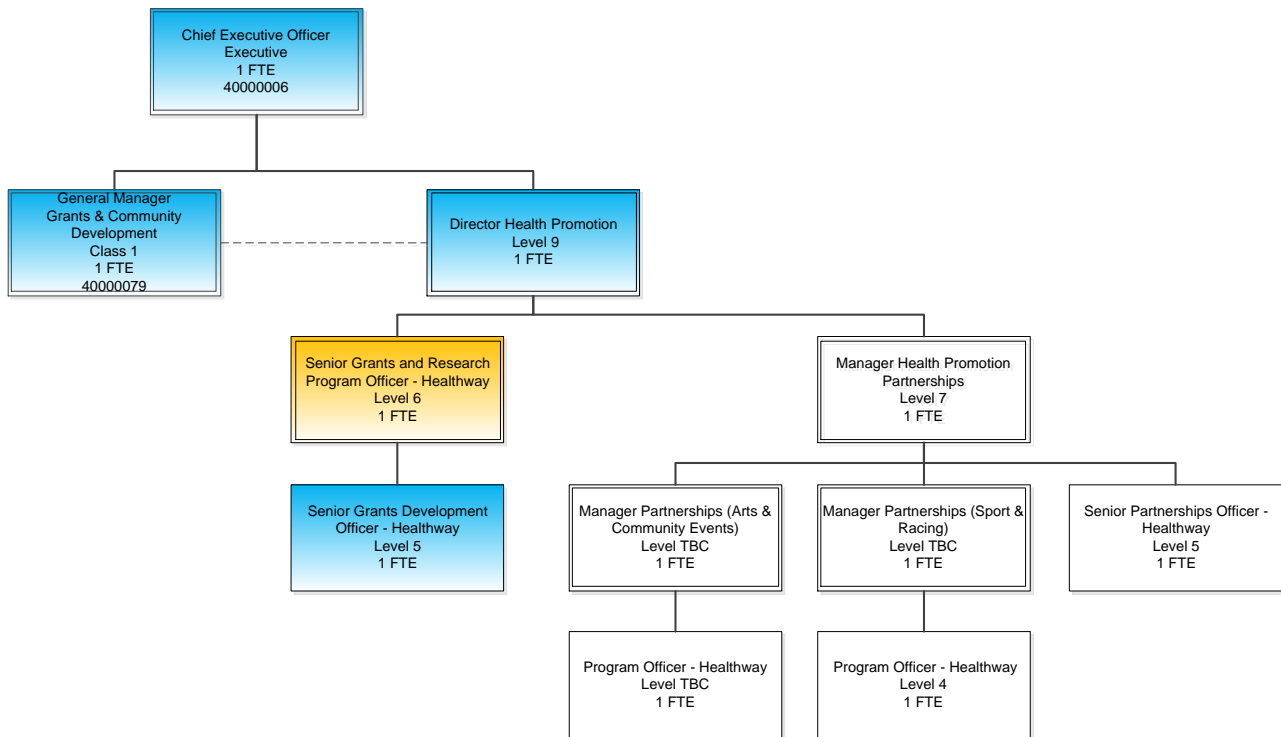
This role requires a Tertiary qualification in a health related area/behavioural science (or appropriate equivalent post graduate qualification) and or 5+ years' experience in a similar role.

Essential Selection Criteria

1. Sound knowledge of health promotion issues and methods
2. Demonstrated knowledge of research funding policy and practices relating to health promotion at local, state and federal levels
3. Relevant experience in funding programs, grant systems and accountability requirements
4. Demonstrated conceptual and analytical skills and experience in providing high-level advice and contributing to the development of outcome-based strategies
5. Excellent writing skills with demonstrated experience in preparing recommendations, agreements, reports and Ministerial briefings
6. Experience in leading, collaborating and facilitating partnerships and project management



Reporting Relationship



Direct Reports	Indirect reports
1	0