

# 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!

## Human Resources Officer (Graduate)

Level 2 \$61,172 - \$66,256 PSGOCSAGA

Job vacancy number: 19/46

Full time – fixed term (18 months with the possibility of extension)

An exciting opportunity exists within a new graduate program at Lotterywest. We are seeking enthusiastic students who have completed their Human Resources / Industrial Relations or associated undergraduate qualification within the last twelve (12) months, or are about to graduate within the next six (6) months, to apply for this new position.

We offer exciting professional development opportunities including exposure to HR transactional, advisory and OD practices within a positive, knowledge-sharing culture that welcomes fresh ideas and new energy. In addition, the successful graduate would also receive a tailored professional development plan; exposure to other key areas of the organisation including: Grants, Lotteries, Information Services, Marketing & Communications, and Finance; membership of either IPAA or AIMWA; and access to the PSC Graduate Program, where possible.

### Follow these important application instructions:

**i** Please submit your application by 9.30am on Monday, 3 June 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 Matthew Hammond, Senior Manager People and Culture on 08 9488 6304.

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 six (6) 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

Corporate Services is responsible for the financial, human resource, information, physical and technology related support functions critical to Lotterywest's operations. In addition to the support role, the business unit is responsible for overarching financial management, governance, statutory compliance and technology partner for the business critical gaming system.

The business unit comprises six streams being Business Services; Finance; Governance (Legal Services); Information Services; People and Culture; and Risk Management and Audit.

## Key focus areas of position

Reporting to the Senior Human Resources Officer, this role specifically contributes to the coordination and delivery of a broad range of Human Resource and Organisational Development services for all employees. This role involves working effectively with all employees with a focus on customer service inside the organisation and with external customers, to achieve an 'end to end' approach for people management services and organisational development activities.

The role has the following areas of focus:

- Customer focused HR & OD services
- Assists with the delivery of HR services
- Assists with the delivery of OD services
- Provides information, analysis and reporting
- Contributes to P&C projects

## Key responsibilities

- Providing an effective and efficient service which meet customer needs, ensuring that the delivery of services are accurate, reliable, meet external (legislative and public sector) compliance standards, and internal policy and process requirements
- Assisting with HR transactional services including on-boarding, data input, compiling, checking, reporting and record keeping
- Assisting with recruitment, induction, workers compensation, injury management and termination processes
- Contributing to Organisational Development activities including the Personal Development Plan (PDP) activities and processes, the Wellness Program and the Learning and Development programs and activities.
- Contributing into people related projects in accordance with the Lotterywest Strategic Workforce Plan.
- Other duties as required

## Mandatory/special role requirements

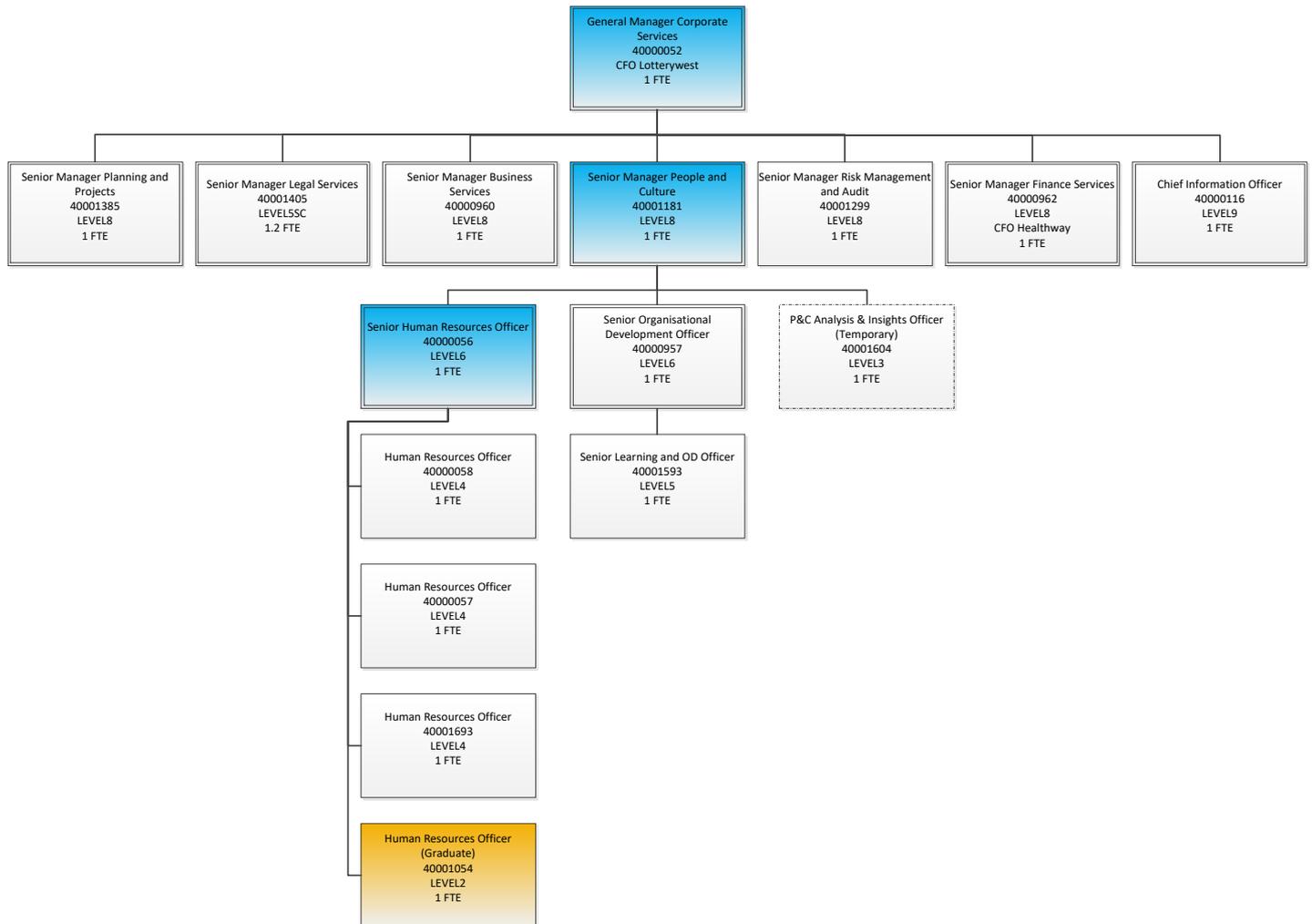
- Police clearance.

## 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. Knowledge and/or or experience of working in an environment which has responsibility for providing customer focused services.
2. Ability to undertake tasks that require a high level of organisation, self-direction and the capacity to work under pressure
3. Good conceptual, research and analytical skills with the capacity to identify and implement improved work practices
4. Good interpersonal and written skills including the ability to build and maintain productive relationships with staff and other customers
5. Ability to work independently and also collaboratively as part of a team.

### 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 five (5) 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](http://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).