

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!

Senior Data Reporting Officer

Level 6 \$102,966 to \$113,590 PSCSAA

Job vacancy number: 20/092

Full time– permanent

Follow these important application instructions:

i Please submit your application by 9.30am on Monday, 18 January 2021. 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 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 four (4).

For more information about the position please contact Claire Clark, A/Senior Manager Planning and Projects on (08) 9488 6385.

To learn more about Lotterywest please visit lotterywest.wa.gov.au.

Suitable applicants may be considered for future similar employment opportunities at Lotterywest during the next six 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 most of the support functions critical to Lotterywest's operations. In addition to the support role,

Corporate Services is responsible for overarching human resources, financial management, records management, project management, governance, security, assurance and compliance.

The business unit comprises seven streams being Business Services; Finance; Legal Services; People and Culture; Planning; Risk Management and Audit; and Security and Assurance.

Key focus areas of position

Reporting to the Senior Manager Planning and Projects, the Senior Data Reporting Officer is responsible for the development of meaningful analytical insights through the creation of reports and dashboards that meet the requirements of business stakeholders. The role will utilise sophisticated BI tools to provide accurate data validation and intuitive visualisations. The position has following key areas of focus:

- **Report Development** – develops accurate, timely, insightful and visually impacting periodic and ad hoc reports and dashboards using data from multiple business system sources
- **Investigation and analysis** – analyses and reviews BI reports to identify anomalies, exceptions or opportunities for change and helps to develop strategies to improve business processes and data integrity
- **Stakeholder Relationships** – builds and maintains strong business relationships in the provision of BI reports and dashboards across the Corporate Services business unit and the wider organisation
- **Change Management** – influencing change by actively seeking opportunities to embrace BI and data visualisation capability across the organisation through training, coaching, mentoring and knowledge sharing

Key responsibilities

- Contributes to the development and/or review of an effective Reporting Framework including reporting standards, controls, registers and key reporting obligations
- Oversees and undertakes the collection of data, analysis and presentation of quality and timely reporting using innovative and effective approaches
- Develops reports and dashboards including trends, benchmarks, exceptions and performance measures that provide high quality, robust information and insights to stakeholders to inform decision making
- Consults with stakeholders across the business to determine periodic and ad hoc reporting requirements and determines appropriate information sources to enable effective and efficient information gathering
- Provides training and end user support across the organisation to build capability to use contemporary BI tools and provides coaching and mentoring to BI analysts and other team members
- Designs, develops and maintains user guides, registers and other documentation to support business reporting
- Establish and maintain collaborative working relationships and effective communication networks with internal stakeholders and negotiates with stakeholders to identify requirements and reach a consensus regarding priorities
- Supports the Corporate Services business unit and organisation change initiatives as appropriate
- Communicates with staff at all levels in an effective, clear and concise manner and provides sound rationale, supporting advice and/or recommendations for improvement
- Contributes to the future state of the organisations BI capability by identifying best practice data analysis and reporting opportunities through research, analysis and feedback from stakeholders

- Responds proactively and positively to requests for ad-hoc information or reports
- Other duties as required

Mandatory/special role requirements

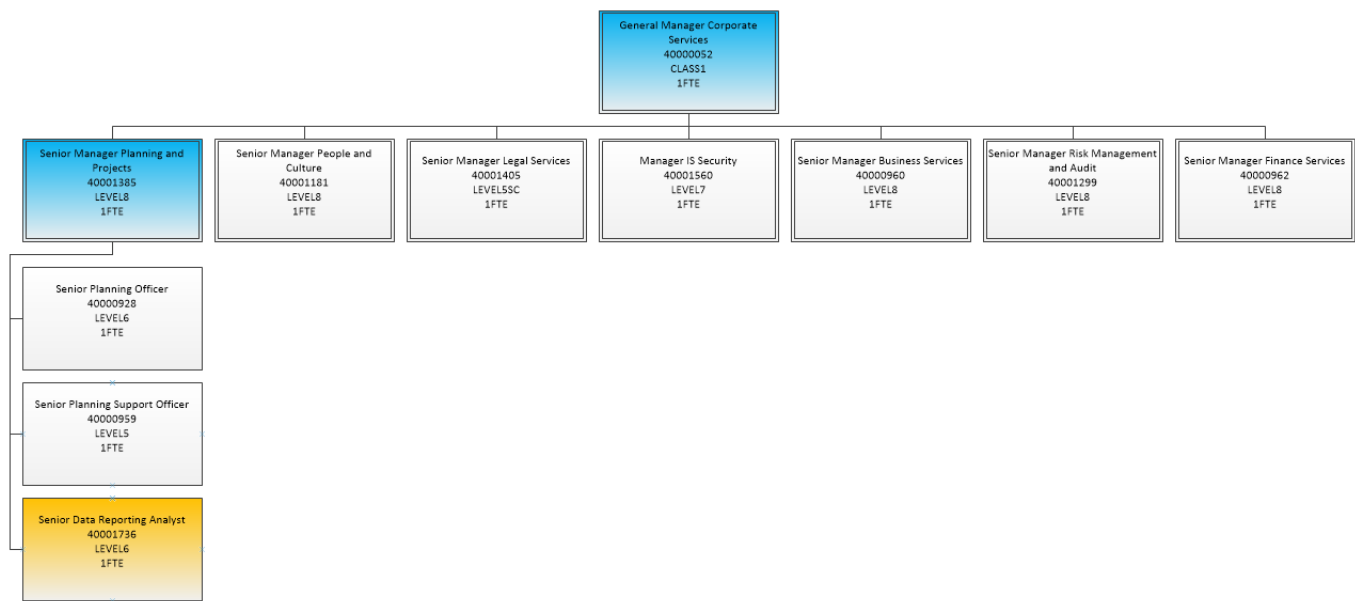
- Police clearance
- Pre-employment psychometric assessment

Essential selection criteria

i *As outlined on page one (1), please address the essential selection criteria in a cover letter of no more than 1500 words and submit in addition to your CV.*

1. Considerable skills and experience in interrogating data warehouses and data extraction, performance monitoring and reporting, using data visualisation techniques and sophisticated BI tools
2. Demonstrated skills and experience in requirements gathering and working with stakeholders to establish business performance reports and dashboards
3. Considerable experience in business performance analysis and investigation from large and complex data sets using BI tools to inform recommendations for change and the resolution of issues
4. Excellent analytical, conceptual, reporting and problem-solving skills
5. Demonstrated ability to work collaboratively at all levels and across teams in developing, integrating, managing and sustaining effective responses to complex business issues, activities and processes
6. Highly developed communication and interpersonal skills to undertake productive consultation, collaboration, negotiation and build effective relationships with key internal and external stakeholders

Reporting relationship



Direct reports	Indirect reports
0	0

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](https://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 6492 or peopleandculture@lotterywest.wa.gov.au.