



Role Statement

Position Title: **Senior Lotteries Policy Officer**

Position Number: **40001683**

Salary & Level: **Level 6 PSCSAA 2019**

Last Update: **November 2020**

The Organisation

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.

About the Lotteries Business Unit

The Lotteries Business Unit comprises four (4) sections: Development & Assurance, Operations & Support, Marketing & Sales; and Analysis & Monitoring. We develop, manage and operate our local and national games, our various channels [retail and digital], and we support and service our customers [retailers, players and the general public].

Key Focus Areas of Position

Reporting to the General Manager Lotteries, the Senior Lotteries Policy Officer is responsible for leading the design and development of policy and the assurance and continual improvement of governance, risk and audit requirements for the Lotteries business unit. The role has the following key areas of focus:

- Policy Design and Development
- Policy Advice and Submissions
- Risk & Audit
- Continual Improvement
- Stakeholder Relationship Development
- Governance

Key Responsibilities

- Leads the design, development, and implementation of policy standards for Lotteries
- Provides expert advice on policy matters to the Lotteries Senior Management team
- Leads the design of governance, risk and audit standards and coordinates assurance activities across Lotteries
- Leads improvement of policies, governance, risk and audit standards for Lotteries
- Leads compliance with Lotteries national and international accreditations in harm minimisation
- Coordinates the preparation of internal and external advice, proposals, Ministerial and Parliamentary Requests, Corporate Executive and Board papers
- Develops and manages effective relationships and strategic partnerships with key responsible gambling stakeholders including Government, academia and industry and service providers
- Contributes significantly to the operational management of Lotteries through proactive interventions to resolve emerging problems

- Undertakes other duties as required

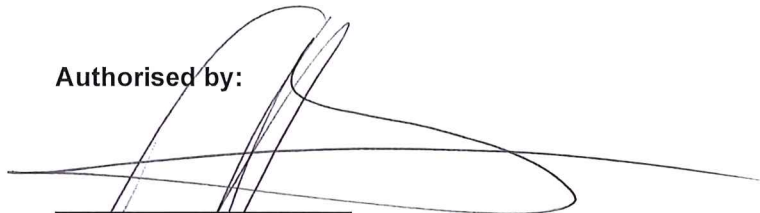
Mandatory/Special Role Requirements

Police Clearance

Essential Selection Criteria

1. Demonstrated high-level experience in the development, implementation and review of policy with both government and commercial dimensions and implications
2. Demonstrated high-level experience in providing advice on policy and complex strategic matters to support the development of standards, submissions and business cases
3. Demonstrated knowledge of Government processes, including procedures and protocols relating to Ministerial and Parliamentary matters
4. Demonstrated experience in Risk and Project Management
5. Strong interpersonal skills with the ability to develop and manage relationships with internal and external customers, business partners and stakeholders
6. High level written and verbal communication skills with excellent attention to detail and the ability to present in a clear, concise and articulate manner
7. High level analytical, conceptual and problem solving skills

Authorised by:



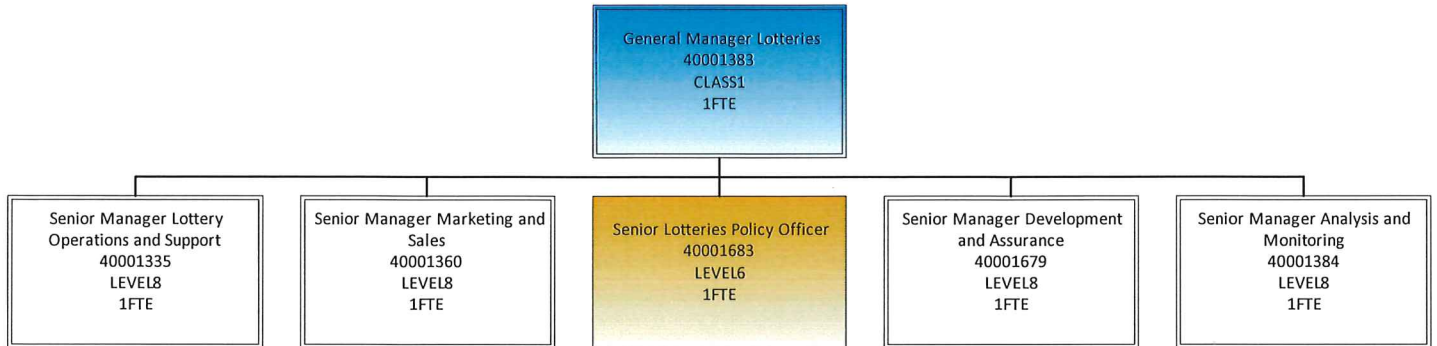
**IOANNIS GEROTHANASIS
GENERAL MANAGER LOTTERIES**

Date: 26/11/2020



Role Statement

Reporting Relationships



| Direct Reports | Indirect reports |
|----------------|------------------|
| 0 | 0 |

