



Role Statement

Position Title:	Grants Social Impact Officer	Position Number:	40001729
Salary & Level:	Level 4 PSCSAA 2019	Last Update:	August 2020

The Organisation

Lotterywest is a Western Australian Government public entity which sells lottery products and where the profit is returned to the Western Australian community in community grants.

Every time you play Lotterywest Games, you help support thousands of grants for not-for-profit organisations and local government authorities, as well as the health, sport and art sectors through our statutory funding.

Lotterywest has supported the Western Australian community for over eighty years. Its vision is to “build a better Western Australia, together”.

Established in 1991, Healthway promotes and facilitates good health and activities which encourage healthy lifestyles. This is achieved through the provision of grants and funding to community and health organisations to support health promotion and research and to sport, arts and community groups to promote healthy lifestyle campaigns. In 2018, Healthway commenced integration with Lotterywest and shares a common CEO.

About the Grants and Community Development 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. A Social Investment Framework guides and measures the impact of the investment the two organisations make in the community through grants.

Key Focus Areas of Position

Reporting to the Senior Grants Social Impact Officer, the Grants Social Impact Officer role contributes to the measurement of social impact, the management of grants post approval, the acquittal of grants so that the outcomes of grants are captured and the social impact is measured. The role proactively collaborates across Healthway, Lotterywest and with external stakeholders to develop and implement effective measurement and evaluation approaches for investment. This role has the following key areas of focus:

- Measurement of the social impact of Lotterywest’s grants and Healthway’s funding
- Analysis and visualisation of the outputs and outcomes of Lotterywest’s grants and Healthway’s funding
- Stakeholder management and engagement
- Collaborating on projects
- Maintaining and building knowledge across contemporary research and analysis

Key Responsibilities

- Collects analyses and interprets data to measure and communicate Healthway and Lotterywest’s social impact.
- Contributes to the continuous improvement of social impact measurement approaches for Healthway and Lotterywest
- Contributes to outcomes based management of partnerships and grants post approval including input into acquittal decisions and surveying grant customers
- Develops data visualisation solutions to communicate key findings of data analysis
- Manages content creation and visual storytelling to communicate Lotterywest and Healthway’s social impact



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- Develops initiatives and communicates lessons, data and findings across the Grants and Community Development Team and relevant external stakeholders
- Provides support and guidance to Grants Social Impact Team in facilitating succession planning and building knowledge the business unit
- Actively builds the capacity and positive culture of the Grants Social Impact Team through contributing to achievement of key performance indicators
- Representing Lotterywest at stakeholder events, including some outside normal working hour
- Undertakes projects and performs other duties as required

Mandatory/Special Role Requirements

- Police Clearance
- Undertake after hours presentations and attend a range of events/functions on behalf of Lotterywest
- Occasional regional and interstate travel

Essential Selection Criteria

1. Well-developed and clearly demonstrated communication skills with the ability to interpret complex information and data to communicate to a broad range of audiences.
2. Demonstrated experience in content creation, data visualisation and visual storytelling
3. Sound knowledge of evaluation and social impact frameworks as well as methods in grant making
4. Well-developed interpersonal, written and verbal communication skills with the ability to effectively liaise with individuals at all levels
5. Demonstrated ability to, plan priorities and successfully action a large volume of work under pressure
6. Sound analytical, conceptual and problem solving skills

Authorised by:

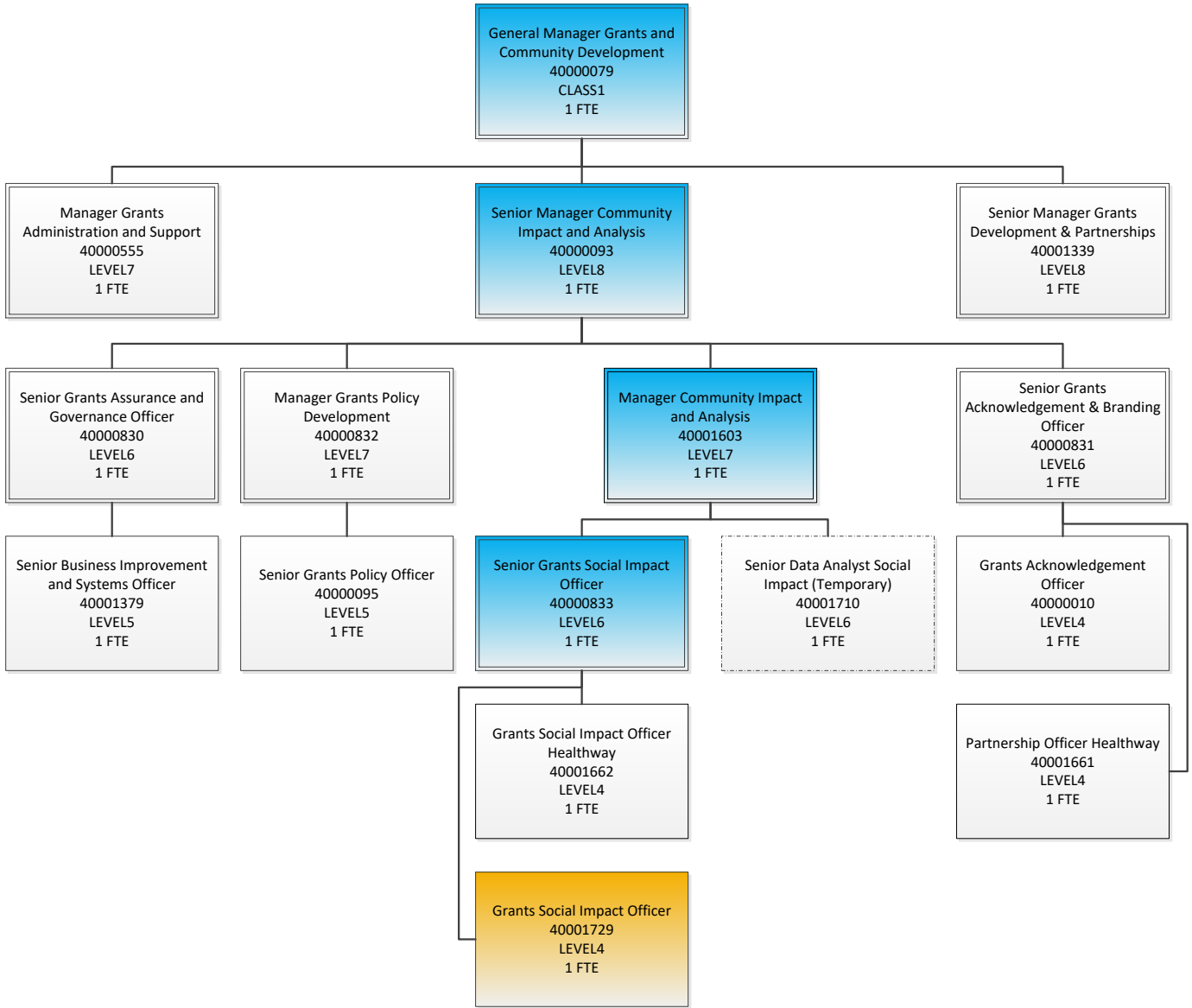
LORNA PRITCHARD
GENERAL MANAGER, GRANTS AND COMMUNITY DEVELOPMENT

Date:



Role Statement

Reporting Relationship



Direct Reports	Indirect reports
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