



## Role Statement

Position Title: **Senior Program Officer  
(Sport and Racing)**

Position Number: **40001670**

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

Last Update: **February 2021**

### 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*.

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. 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 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 Community 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 Manager Health Promotion Partnerships, the Senior Program Officer (Sport and Racing) is responsible for facilitating the promotion of health through the Sport and Racing Program. The position effectively manages the Healthway Sport and Racing Program including the responsibility of the annual budget.

This role has the following key areas of focus:

- Management of the Healthway Sport and Racing Program
- Managing sport and racing submissions/applications
- Managing stakeholder relationships and networks
- Managing process integrity
- Contributing to the overall work of Healthway
- Providing advice and information to potential applicants and relevant stakeholders
- Leading and collaborating on projects

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### Key Responsibilities

#### Healthway Sport and Racing Program

- Oversees the administration of the Healthway Sport and Racing Programs, ensuring the effective management of all sports and racing events submissions/applications for funding including inquiries, application development and assessment, and prepares reports and recommendations
- Manages the work of support staff
- Monitors, evaluates and reports on the implementation of funded projects
- Resolves issues from funding recipients
- Drafts contracts for sport and racing projects
- Manages the allocation of resources within the Healthway Sport and Racing Program according to Healthway policy and priorities
- Provides advice to the Director Health Promotion and the Manager Health Promotion Partnerships on the allocation, monitoring and acquittal of funds
- Provides advice on the setting of funding, priorities, guidelines, application procedures and funding conditions for the Healthway Sport and Racing Program
- Ensures the Manager Health Promotion Partnerships and Director Health Promotion are provided with appropriate advice on the Healthway Sport and Racing Program including budget information and advice on the suitability of applications for funding
- Ensures policies, strategies and initiatives have been implemented according to the strategic plan
- Contributes to the overall corporate function of Healthway, including strategic planning and budgeting

#### Relationship/Stakeholder Management

- Represents Healthway at launches, sponsored events and other significant occasions as required
- Provides accurate and timely information and advice to community organisations on Healthway's goals, funding guidelines, conditions and application procedures
- Contributes to the promotion of Healthway's work by way of public speaking via community networks, conference presentations and other opportunities as appropriate.
- 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
- Represents Healthway on project management committees, steering groups and special interest working parties as required

#### Other

- Undertakes special projects or other work as directed

### Mandatory/Special Role Requirements

#### Police Clearance

After hours presentations and attendance to a range of events/functions on behalf of Healthway  
Occasional travel will be required throughout the State and interstate with over-night stays

#### Essential Selection Criteria

1. Sound knowledge and understanding of the sport sector at a local and state level
2. Demonstrated experience in funding programs relevant to sport and racing to achieve strategic outcomes
3. Demonstrated conceptual and analytical skills and experience in providing high-level advice and contributing to the development of outcome-based strategies
4. Excellent writing skills with demonstrated experience in preparing recommendations, agreements, reports and Ministerial briefings



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5. Experience in leading, collaborating and facilitating partnerships including networking skills

### Required Qualification

This role requires a Tertiary qualification in Sports Management or a relevant field and/or 5+ years' experience in a similar role

### Authorised by:

pp. **JULIA KNAPTON**  
**DIRECTOR HEALTH PROMOTION**

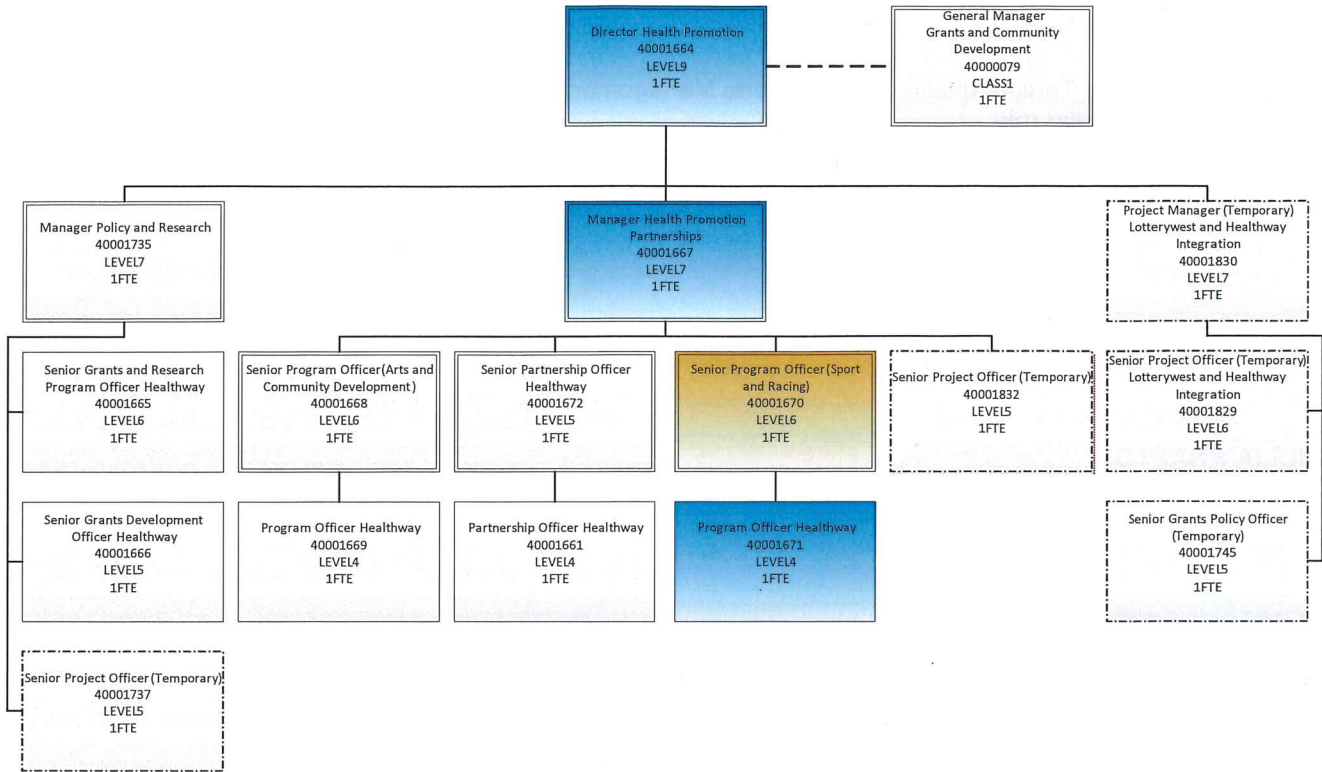
Date: 12/2/21





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### Reporting Relationship



Direct Reports	Indirect reports
1	0