

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 Program officer (Sport and Racing)

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

Job vacancy number: Pool Ref 21/004

Full Time – Fixed Term (12 months with the possibility of extension)

Follow these important application instructions:

i Please submit your application by 9.30am on Friday, 26 February 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 Sue-Ellen Morphett, Manager Health Promotion Partnerships on (08) 9488 6714.

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 twelve (12) 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

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

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

Required Qualification

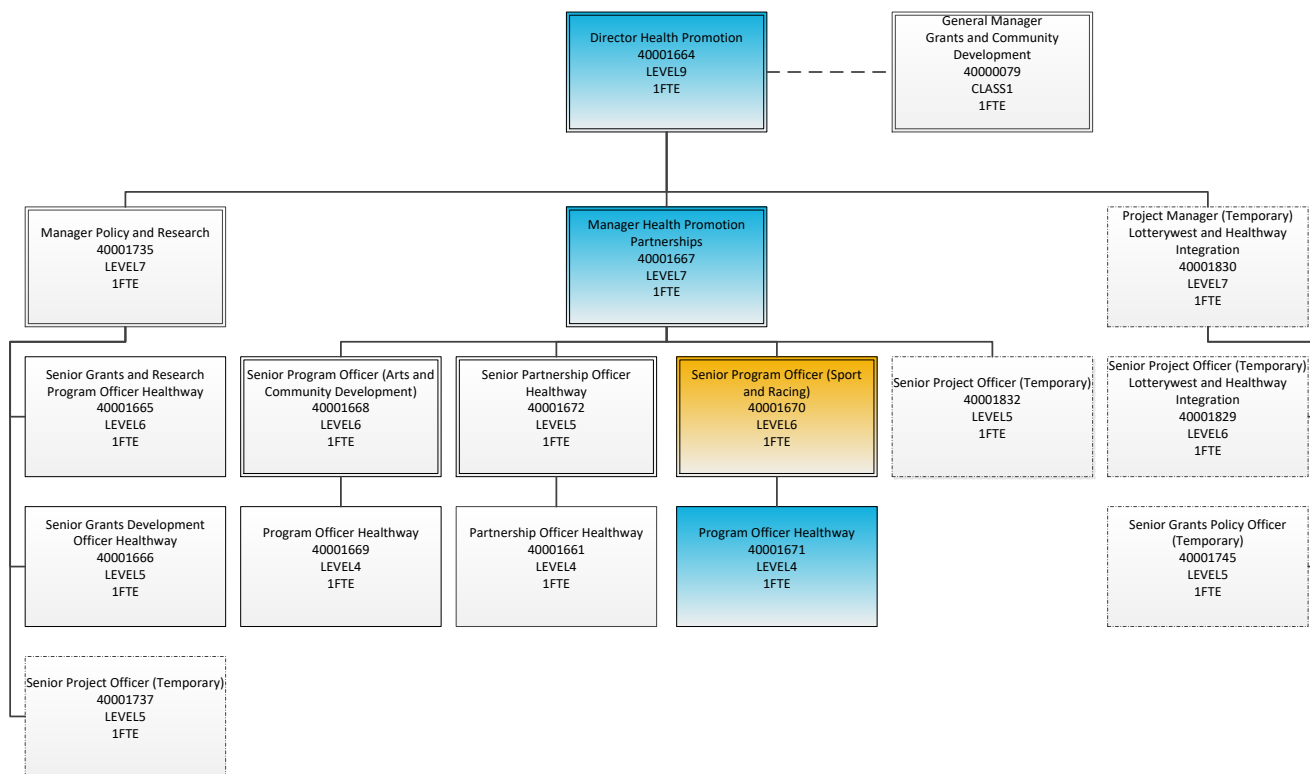
- This role requires a Tertiary qualification in Sports Management or a relevant field and/or 5+ years' experience in a similar role

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

Reporting relationship



Direct reports	Indirect reports
1	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 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
[humanresourceservices@lotterywest.wa.gov.a](mailto:humanresourceservices@lotterywest.wa.gov.au)
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