



Role Statement

Position Title: **Senior Manager People and Culture** Position Number: **40001181**
Salary & Level: **Level 8 \$135,296 to \$146,609 PSGOCSAGA** Last Update: **March 2021**

The Organisation

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

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

About the Corporate Services Business Unit

Corporate Services is responsible for the financial, human resource, information, physical and assurance related support functions critical to Lotterywest's operations. In addition to the support role, the business unit is responsible for overarching corporate assurance and governance, financial management, legal and statutory compliance, planning, reporting and security.

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

Key Focus Areas of Position

Reporting to the General Manager Corporate Services, the Senior Manager People and Culture is responsible for the leadership of human resource and workforce development services across the organisation; providing high level strategic and operational advice to the CEO, the Executive Team, managers and supervisors as well as human resource services to all staff. A key focus of the role is the development and delivery of innovative services which support and enable the achievement of the organisation's strategic objectives.

The role has the following key areas of focus:

- **Change management** - Assisting develop a positive culture and effective implementation of change initiatives
- **Human resources advice and assistance** –end-to-end recruitment, onboarding, payroll, human resource policy development and application support
- **Industrial relations** – Managing risk through quality control measures, compliance with public sector standards and best practice and representing the organisation in the event of disputes
- **Performance management** – Integration of business plan objectives in performance review processes and provision of assistance with sub-standard performance
- **Staff development** – Training, personal development, interns and secondments
- **Staff welfare** – OSH, grievance management, wellness program and employee assistance program
- **Workforce planning** – considering the organisation's future human capital requirements and effective human resource strategies

Key Responsibilities

Strategy

- Participate in strategic and business planning
- Develop, implement, monitor and report on the Workforce Plan
- Develop and implement other innovative human resource activities that align to best practice and Public Sector Standards

Leadership

- Provide effective leadership and manage the People and Culture team to achieve the organisation's business goals, as well as a positive work culture
- Identify, respond to and report on current and emerging human resource issues and trends
- Lead human resource related projects and advise on other projects as required
- Drive innovation in human resource management and practice across the organisation
- Develop and support change management initiatives that reflect the ongoing needs of the organisation

Operational

- Provide accurate advice on Public Sector Standards, policies and instructions and their application
- Advise on industrial issues that arise and ensure compliance
- Ensure staff recruitment, induction, retention and departure processes meet best practice standards
- Manage the budget of the section within approved limits
- Ensure accurate, timely and efficient payroll services
- Implement and manage processes underpinning employee performance reporting, employee training and employee welfare services
- Monitor and advise Executive on culture or behaviour that may be inconsistent with the organisation's Values and Policies
- Assist senior management on change management planning and processes to support organisational initiatives
- Coordinate OSH committee membership, meetings and actions

Stakeholder management and liaison

- Ensure a responsive and excellent customer focus in the delivery of all People and Culture services
- Maintain effective relationships internally and externally to maximise organisational objectives

Reporting

- Monitor section activities and deliver accurate and timely performance and operational reports
- Deliver 'all of organisational' human resource related reporting as required

Other

- Other duties as required

Mandatory/Special Role Requirements

Police Clearance

Essential Selection Criteria

1. Specialised knowledge and experience in delivering human resource services, policy and practice with a comprehensive knowledge of trends and issues, including of Public Sector Standards
2. Demonstrated high level analytical, conceptual and problem-solving skills
3. Demonstrated high level written and interpersonal skills
4. A strong and proven record in working effectively and collaboratively across teams and with relevant stakeholders
5. Demonstrated high level successful experience in leading and managing teams

Required Qualification

Possession of a relevant tertiary qualification in human resource management or equivalent



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Authorised by:

A handwritten signature in blue ink, consisting of a large, looping initial 'J' followed by a horizontal line extending to the right.

JEREMY HUBBLE
GENERAL MANAGER CORPORATE SERVICES

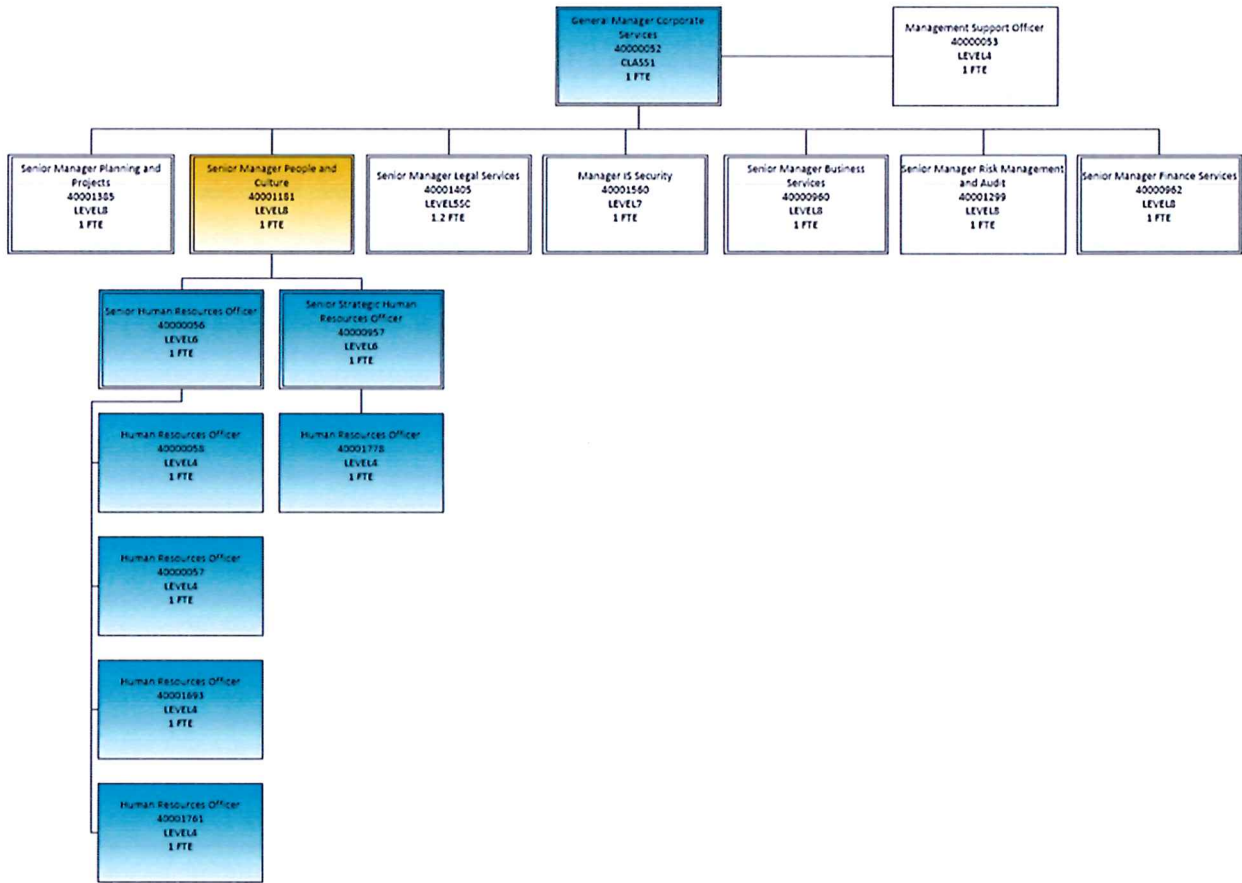
Date: 25/3/2021





Role Statement

Reporting Relationship



Direct Reports	Indirect reports
2	5