

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 Manager People & Culture

Level 8 \$135,296 - \$146,609 PSCSAA

Job vacancy number: 21/021

Full time – permanent

Follow these important application instructions:

i Please submit your application by 9.30am on Thursday 6 May 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 6228.

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 Frances Cleary, A/Senior Manager People & Culture on (08) 9488 6206.

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 six (6) 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

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 welfare** – OSH, grievance management, wellness program and employee assistance program
- **Staff development** – Training, personal development, interns and secondments

- **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.

Required Qualification

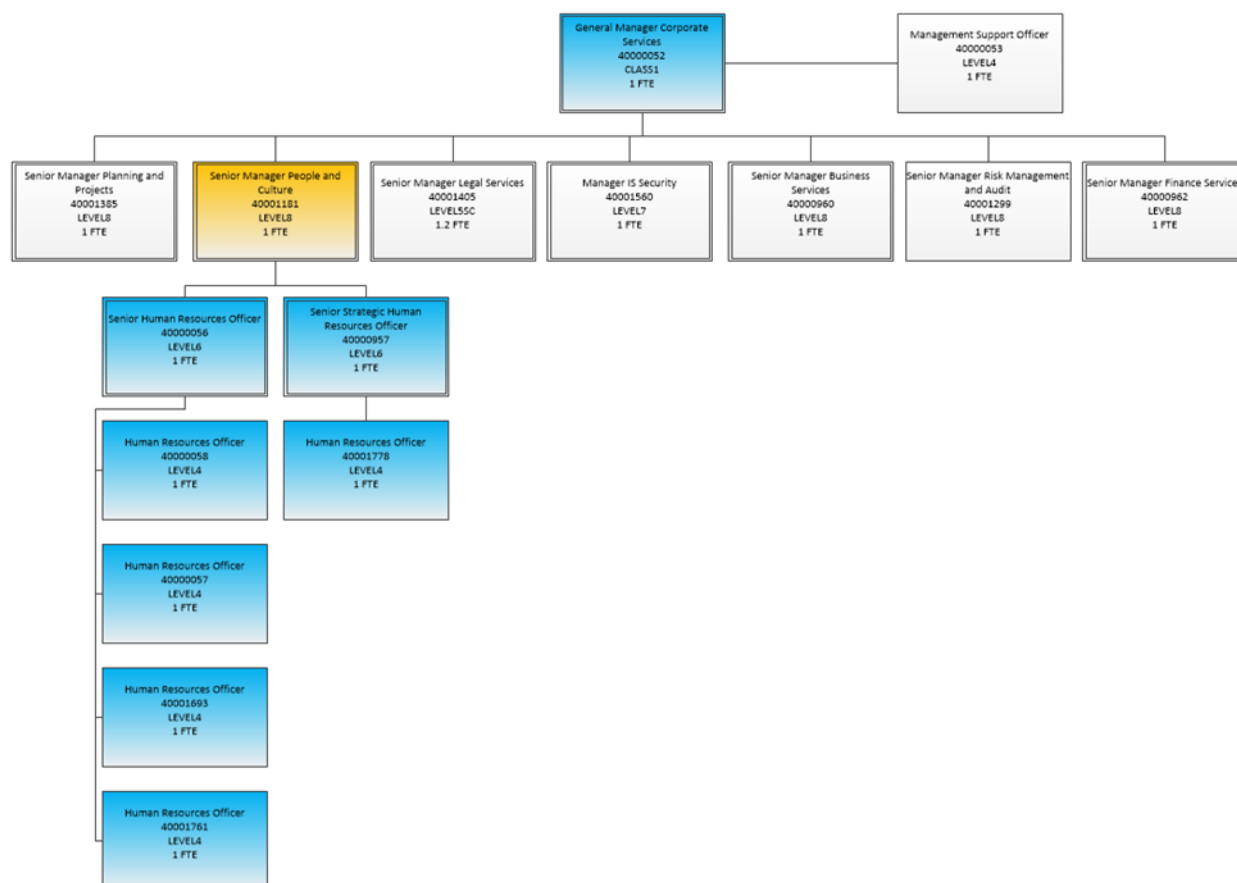
- Possession of a relevant tertiary qualification in human resource management or equivalent

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. 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

Reporting relationship



Direct reports	Indirect reports
2	5

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](https://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 6228 or humanresourceservices@lotterywest.wa.gov.au.