

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!

Delivery Lead

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

Job vacancy number: Pool Ref 21/043

Full time – permanent

Follow these important application instructions:

i *Please submit your application by 9.30am on Monday 16 August 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 6492..

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 Ryan Satinover, Delivery Manager on (08) 9488 6125.

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 is the only State Government owned and operated lottery in Australia, where all the available profit is returned to Western Australians through community and statutory grants. Lotterywest has supported the Western Australian community for over 80 years. Its vision is to 'build a better Western Australia together.'

Lotterywest is the employing agency for Healthway, which is the only state government agency dedicated to health promotion. For over 30 years Healthway has been providing grant funding to sport, arts and racing organisations, community activities, and to health promotion projects and research. Healthway's vision is for a 'healthy and more active Western Australia.'

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

The Lotteries Business Unit comprises four (4) sections: Planning and Delivery, Operations & Support, Marketing & Sales; and Analysis & Monitoring. We develop, manage and operate our local and national games, our various channels [retail and digital], and we support and service our customers [retailers, players and the general public].

Key focus areas of position

Planning and Delivery Section lead commercial developments and complex initiatives, and support other teams in problem solving, in planning and delivering change. Reporting to the Delivery Manager, the Delivery Lead focuses on the planning, delivery and embedding of initiatives (projects through to small improvements) for Lotteries. Representing the Sponsor and being driven by the needs of our customers, the Delivery Lead applies suitable approaches to deliver incremental outcomes in our priority areas. The key focus areas for the role include:

- Delivery of initiatives
- Coaching
- Stakeholder Management
- Concept testing
- Facilitation
- Problem solving

Key responsibilities

- Leads the delivery of one or more concurrent initiatives, generally of a higher priority, utilising suitable approaches/methodologies for the given problem or opportunity
- Manages and leads cross functional, internal and externally sourced initiative teams, ensuring a continued focus on achieving goals and outcomes
- Advocates for customers' needs and outcomes throughout the planning and delivery of initiatives
- Represents the Sponsor (or equivalent) and the Lotteries business unit in initiative discussions and day-to-day decision making
- Leads the development of initial proposals or concepts to be ready for delivery
- Delivers and actively contributes to planning and delivery events, workshops and presentations
- Contributes to the development of roadmaps that support the delivery of longer-term goals
- Takes a lead role in coaching and supporting other delivery leads
- Materially contributes to the continual improvement of Lotteries planning and delivery approaches
- Maintains awareness of objectives, scope, plan, risk, budget and quality to determine whether to directly resolve decisions or to escalate to the suitable person or forum
- Develops and manages effective relationships with all relevant internal and external stakeholders
- Undertakes other duties as required

Mandatory/special role requirements

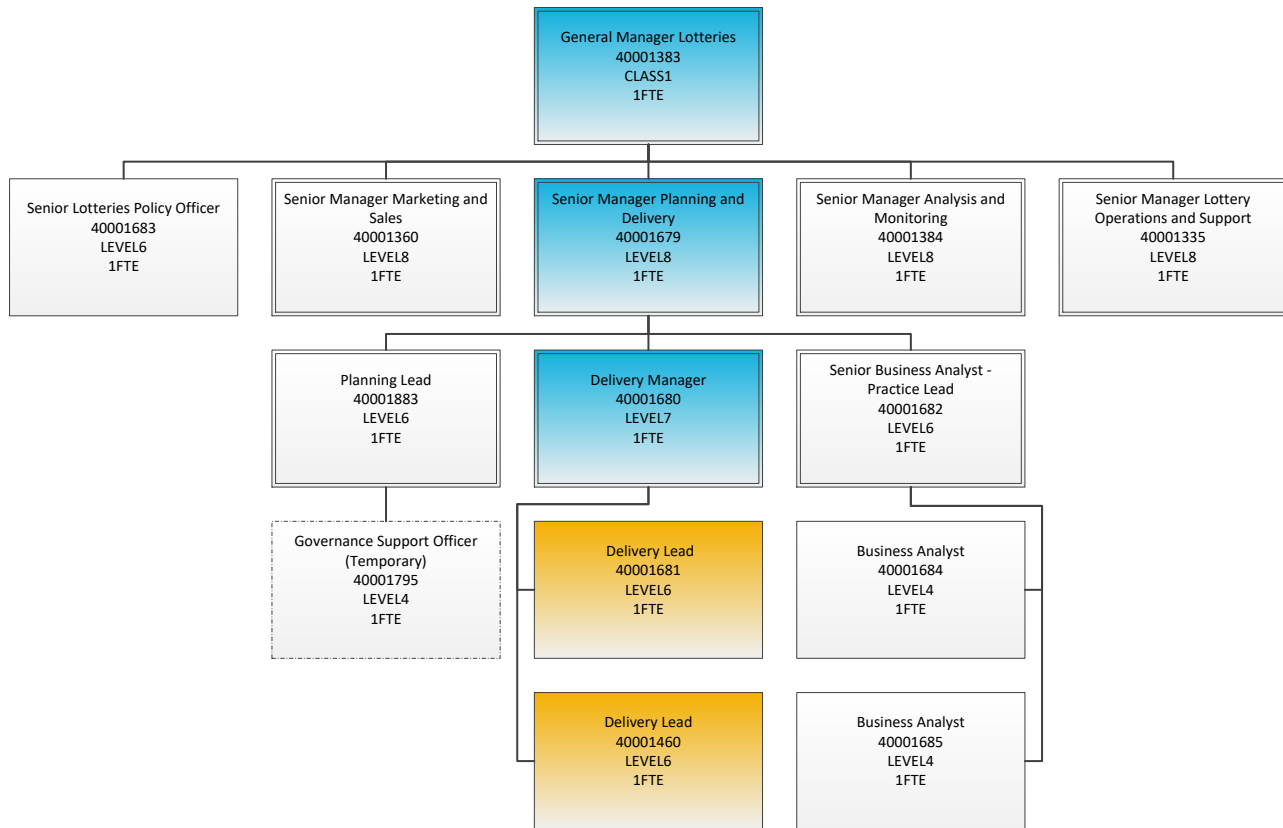
- Police clearance

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. Demonstrated experience planning, delivering and embedding initiatives (e.g. projects, product team delivery and improvements)
2. Significant experience leading and coaching high performing teams with a proven ability to deliver positive customer outcomes
3. Demonstrated ability to take business challenges, opportunities or concepts and develop them into proposals, including testing/validating whether it could/should be implemented
4. Awareness and application of one or more contemporary product/service delivery methodologies (e.g. Lean, Scrum, Agile, CX and UX)
5. High level interpersonal and communication skills with the demonstrated ability to build relationships and liaise effectively across all levels with a broad range of internal and external stakeholders
6. Demonstrated high level conceptual, analytical and problem-solving skills

Reporting relationship



Direct reports	Indirect reports
0	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](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 6492 or humanresourceservices@lotterywest.wa.gov.au.