

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 Community Impact and Analysis

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

Job vacancy number: 21/053

Full time– Permanent

Follow these important application instructions:

i Please submit your application by 9.30am on Monday, 2 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 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 Lorna Pritchard, General Manager, Grants and Community Development on 08 9488 6264.

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 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
- Confident
- 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 need. A Community Investment Framework guides our grant-making and social impact analysis and measurement occurs to best understand our grants contribution to community wellbeing.

Key focus areas of position

Reporting to the General Manager Grants and Community Development, the Senior Manager Community Impact and Analysis significantly contributes to the leadership and development of best practice grant making and community development as well as the management of tasks associated with these services.

This position is a member of the Senior Management Group and works collaboratively within the business unit and across the organisation to achieve agreed business and strategic outcomes.

The role has the following key areas of focus:

- Customer focused grant making framework and approach
- Grant making policy and strategy development
- External environment research and analysis
- Team leadership, management and coaching
- Continuous improvement and change management
- Management of social impact measurement

Key responsibilities

Policy Development and Management

- Leads the policy development and management of our grant making framework
- Leads, plans and implements policy initiatives and change management projects
- Establishes and leads external environment analysis and evaluations in relation to grant making practices, processes and outcomes
- Leads the development and implementation of strategic goals and plans
- Oversees the development and management of the Lotterywest Healthway Wellbeing Index and Community Investment Hub

Leadership

- Leads, plans, implements and evaluates business improvements and the development initiatives associated with social impact measurement in relation to grant making
- Leads, manages and develops the Community Impact and Analysis team, its people and resources, through strategies which provide a positive and productive work environment
- Contributes to strategic grants engagement and strategies for building the organisation's brand
- Provides advice and support to the General Manager, working effectively and collaboratively with other members of the Senior Management Group to further organisational business and required outcomes
- Works in partnership with the leadership team to lead, guide, collaborate and manage business processes and service delivery

Relationship/Stakeholder Management

- Leads and manages strategic relationships and fosters collaboration across relevant sectors to support key initiatives
- Manages and monitors evaluation reporting, customer surveys and performance in relation to social and community impact

- Provides accurate and timely information and advice to relevant stakeholders on Lotterywest's social impact and evaluation
- Develops and maintains relationships with government, community, other grant-making entities and relevant corporate agencies

Other

- Undertakes special projects as directed
- Undertakes other duties as required

Mandatory/special role requirements

- Police clearance
- Ability to undertake metropolitan, regional and interstate travel
- After-hours work

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.*

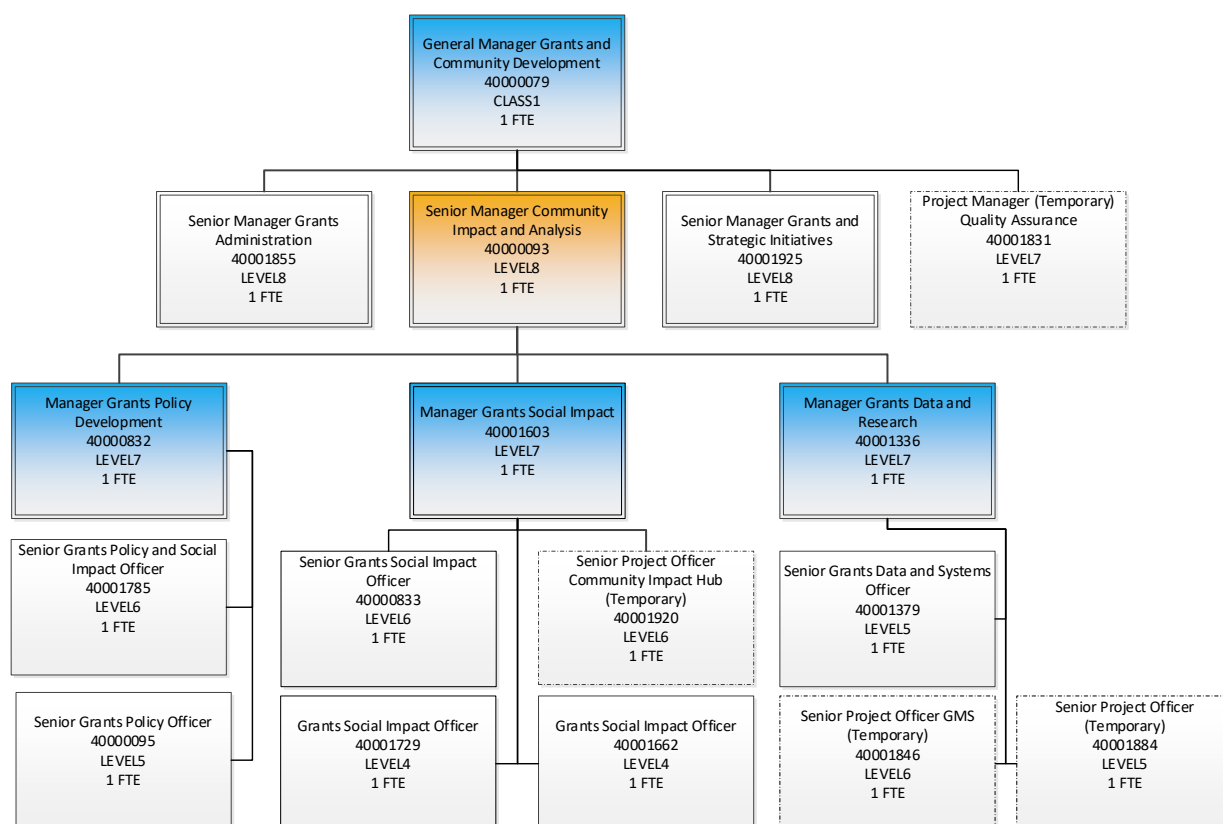
Aligned to the key responsibilities, you must have:

1. Demonstrated management skills and experience in leading multidisciplinary teams
2. Demonstrated high level experience in strategic thinking, policy development and the proven ability to identify innovative solutions to complex issues
3. Demonstrated high level experience in developing and managing effective relationships and with working collaboratively with a range of stakeholders to achieve business outcomes
4. High level communication skills with the ability to confidently deliver materials to engage others
5. Strong project management experience with the demonstrated ability to achieve quality outcomes across multiple areas with a change management and business improvement focus
6. Substantial knowledge of community development, evaluation and social impact measurement

Required Qualification

- Tertiary qualification in Social Impact or Community Development or a relevant field and/or 7 year's experience.

Reporting relationship



Direct reports	Indirect reports
3	9

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.