

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 Data Reporting Officer

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

Job vacancy number: 21/059

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 Benjamin Ruett, Manager Analysis and Insights on (08) 9488 6341.

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
- Upbeat
- Authentic
- Smart
- Reliable
- Adaptable

About the business unit

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

Key focus areas of position

The Senior Data Reporting Officer is a member of the Analysis & Monitoring section in the Lotteries business unit and reports to the Manager Analysis & Insights. The role has the following key areas of focus:

- Business Analysis & Analytics
- Forecasting & Budgeting
- Qualification & Assurance
- Change Management
- Creation of Value
- Periodic & Event-Based Reporting
- Metrics Development and Validation
- Communication & Visualisation
- Service Delivery
- Dealing with uncertainty and complexity

Key responsibilities

- Develops and manages the frameworks, models, toolsets, processes, key artefacts, and ensures all relevant disciplines and principles are applied, focus on business outcomes and remain current for the following key activities within the Lotteries team:
 - Retailer sales performance evaluation, forecasting and intelligence
 - Potential retail network site opportunity, evaluation, forecasting and analysis of sales
 - Key account development forecasting, intelligence, and analytics
 - Incentive, promotion and reward program development forecasting, intelligence and analytics
- Works with the Manager Analysis & Insights in the assessment of the frameworks, models and measurement of the following activities:
 - Lottery sales and Grant returns budgeting, monitoring and forecasting
 - Event specific sales budgeting, monitoring and forecasting
 - Capital and operational cost forecasting, intelligence, and analytics
 - Channel development forecasting, intelligence, and analytics
 - Pricing and event modelling

The above key activities pertain to all products, services, and channels and all business segments.

- Researches, relates, manipulates, and converts data and information from internal and external sources by way of fit-for-purpose manual, semi-automated, scripted and automated processes and toolsets and between various internal and external business systems
- Evaluates, quality assures and controls internal and external data sources, models and scenarios for completeness, omissions, conformity and bias

- Identifies business needs and expected outcomes and develops, investigates, and models business scenarios to support or challenge critical business processes and decisions
- Develops innovative and effective approaches to solve analytical problems seeking to involve relevant stakeholders where appropriate
- Is responsible for the quality, timely, effective and efficient delivery of all relevant services to all internal and external customers and contributes significantly to the development of an objective, evidence-based, and learning-oriented culture
- Presents and depicts the rationale of findings in easy to understand terms for end customers and presents results that contradict common belief when needed
- Other duties as required

Mandatory/special role requirements

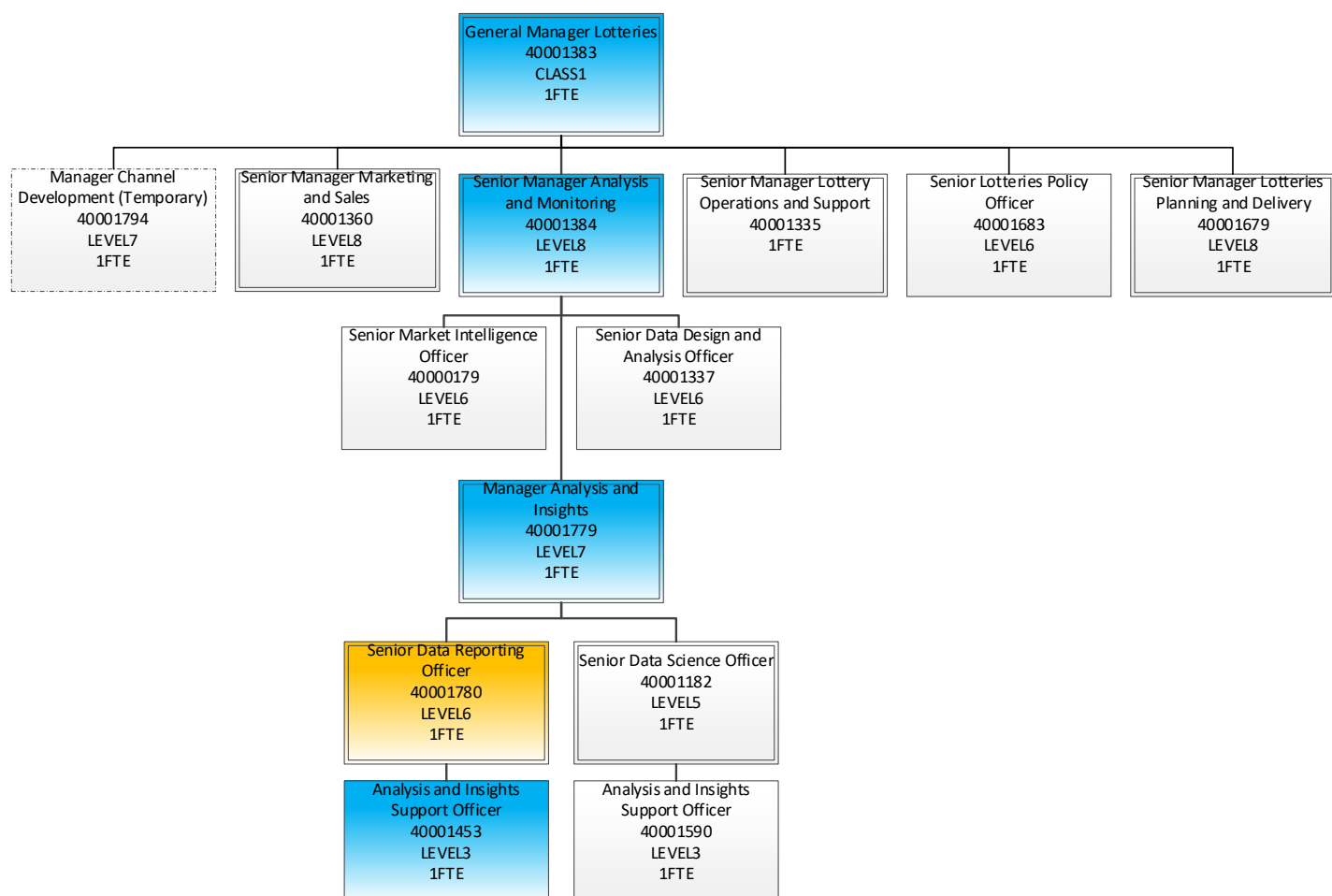
- Police clearance.
- Pre-employment psychometric assessment

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 in business analysis and analytics
2. Demonstrated experience in data modelling, data design, forecasting, budgeting and the development of pricing and cost models
3. Demonstrated experience in handling, management, conversion, quality assurance, aggregation, disaggregation and manipulation of master and transactional data using industry standard toolsets and systems such as Microsoft Excel, SAP, SQL or R
4. Demonstrated ability to think beyond the data, providing insights and recommendations that allow the business to make better decisions, with a focus on evaluating retail network site opportunities.
5. Excellent analytical, conceptual, reporting and problem-solving skills
6. Demonstrated ability to work collaboratively across teams in developing, integrating and managing complex business issues, activities and processes to achieve business outcomes
7. Demonstrated experience developing and managing relationships with internal and external customers and stakeholders
8. Highly developed communication skills including the ability to confidently present messages in a clear, concise and articulate manner

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](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.