

# 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!

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## UX Developer

Level 4 \$80,452 to \$84,797 PSCSAA

Job vacancy number: 21/072

Full time– permanent

### Follow these important application instructions:

**i** *Please submit your application by 9.30am on Monday 9 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](https://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 Aaron Williams, Manager Application Development on (08) 9488 6397*

*To learn more about Lotterywest please visit [lotterywest.wa.gov.au](https://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

Technology Services is responsible for the technology services and support IT functions across all areas of the Lotterywest and Healthway businesses. The area is also responsible for the overarching compliance, change management and technology partner services for Lotterywest gaming and Lotterywest and Healthway grant management systems. In doing its work, the Technology Services team

works collaboratively across the organisation to ensure technology business needs are met.

The business unit is undertaking transformation in the way it delivers services, consistent with the Board endorsed strategic direction. This is with the purpose to deliver an agile, scalable, responsive team and digital business operating model, including investment in cloud services, focused strategic vendor management and contemporary digital solutions to deliver on current and future business outcomes.

## Key focus areas of position

Reporting to the Manager Application Development this role contributes to the efficient and effective translation of business requirements into high quality technology solutions for the organisation's web and internal business systems. The key focus is to provide support, analysis and software development services to stakeholders throughout Lotterywest to deliver customer focused solutions that are sustainable and provide business benefit.

The role has the following key areas of focus:

- **Technology Solutions** – contributes to the development, implementation, maintenance and support of in-house developed web applications
- **Achieves results** – participates in activities, plans and adheres with web development standards to ensure successful implementation of web application changes
- **Customer Service** – develops and maintains productive partnerships with key business stakeholders and business critical service providers
- **Communicates and influences effectively** - presents messages in a clear, concise and articulate manner tailored for the audience accordingly

## Key responsibilities

- Contributes to the development and delivery of high quality software solutions, from requirements to deployment, that meet the complex evolving needs of the business and align to the business strategy
- Work with predictive and agile methodologies in the implementation of web and mobile application changes
- Understand key trends in web and mobile technology, provide technical expertise, support and recommend improvements
- Adhere to effective software solution delivery policies and procedures
- Build and sustain relationships with internal and external stakeholders and be proactive in offering assistance for a mutually beneficial relationship, to minimise oppositions and maximise acceptance and cooperation
- Provide timely, collaborative, responsive and open engagement with stakeholders
- Develop optimal user experiences and user-centred designs for the organisation's web portals
- Analysis and translation of business requirements into software specifications and tasks
- Develop and maintain technical documentation for reference and reporting
- Developing, building, testing, versioning, documenting, and deploying software releases through the various internal development and test environments into the live environment with minimum disruption to customers and end users
- Develops unit, functional and automated tests to ensure delivery of a high-quality, production-ready technology solutions Work with bug tracking and test management toolsets to support development processes
- Additional duties as required

## Mandatory/special role requirements

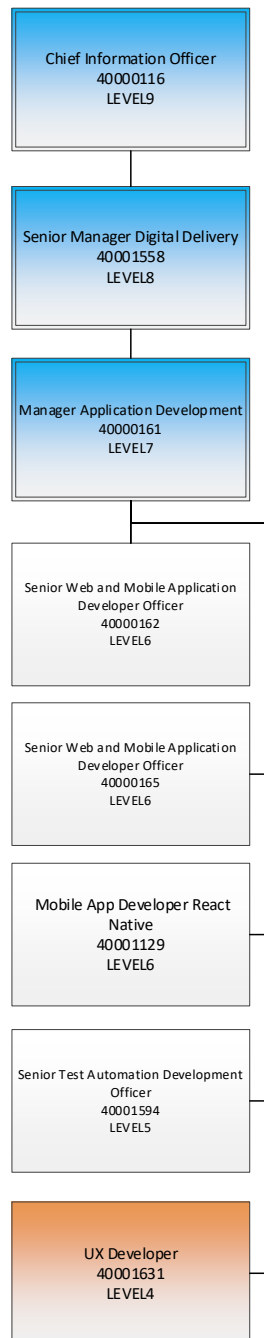
- Police clearance.
- After hours work (occasional)

## 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. Proven knowledge and experience in web programming with design, development and support skills
2. Demonstrated analytical, conceptual and problem solving skills
3. Demonstrated experience developing specifications and working with the Software Development Life Cycle
4. Well-developed interpersonal, oral and written communication skills with the ability to work collaboratively with internal and external stakeholders
5. An understanding of responsive and mobile web design and awareness of current developments in the field of web technology

**Reporting relationship**



Direct reports	Indirect reports
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## 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](mailto:humanresourceservices@lotterywest.wa.gov.au).