



## Role Statement

Position Title:	<b>Grants Development Officer</b>	Position Number:	<b>Generic</b>
Salary & Level:	<b>Level 4 PSCSAA 2019</b>	Last Update:	<b>February 2020</b>

### The Organisation

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.

### About the Grants and Community Development 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 challenges and aspirations. A Community Investment Framework guides and measures the impact of the investment the two organisations make in the community through grants.

### Key Focus Areas of position

Reporting to the Senior Grant Development Officer and working in a small team, this role contributes to achieving grant making and community development outcomes. The key tasks are to deliver quality customer services and to evaluate grant proposals and make recommendations for Board approval. The role has the following key responsibilities:

- Analysing and evaluating grant applications
- Contribute to community development activities
- Contributes and collaborates on projects
- Manages grant proposals and assessments
- Deliver quality customer services

### Key responsibilities

- Assisting, leading and guiding customers through the grant process and providing information about our Grants
- Analysing and evaluating grant proposals to make recommendations that optimise community and our strategic outcomes
- Guiding, shaping and evaluating grant proposals and making recommendations that meet particular requirements for the not-for-profit sector
- Preparing information for grant agendas and external communications, including reports and briefings
- Collaborates, develops and maintains strong relationships within the not for profit sector and across government to influence partnerships and grant outcomes
- Establishing and maintaining quality customer relationships throughout the grant application

process

- Maintaining a good knowledge of government, not-for-profit sector and regional issues, policies and priorities and applying this knowledge to grant making and community development
- Representing the organisation at stakeholder events, including some outside normal working hours
- Other Duties as required

There are four Grants Development Officer positions that will evaluate grant proposals and make recommendations

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### **Mandatory/Special Role Requirements**

Police Clearance / Drivers Licence

### **Essential Selection Criteria**

1. Demonstrated experience in analysing and evaluating proposals and complex information and preparing recommendations, reports and briefings
2. Demonstrated experience and understanding in grant making or related fields, utilising community development principles
3. Demonstrated sound interpersonal skills and experience in working with people from a range of backgrounds, organisations and roles
4. Demonstrated experience in influencing partnerships and collaborations and taking a responsive and flexible approach in meeting customer and community needs
5. Demonstrated experience in providing excellent and timely customer service
6. Ability to work effectively within a team environment and to resolve problems

**Authorised by:**



**LORNA PRITCHARD**  
**GENERAL MANAGER, GRANTS AND COMMUNITY DEVELOPMENT**

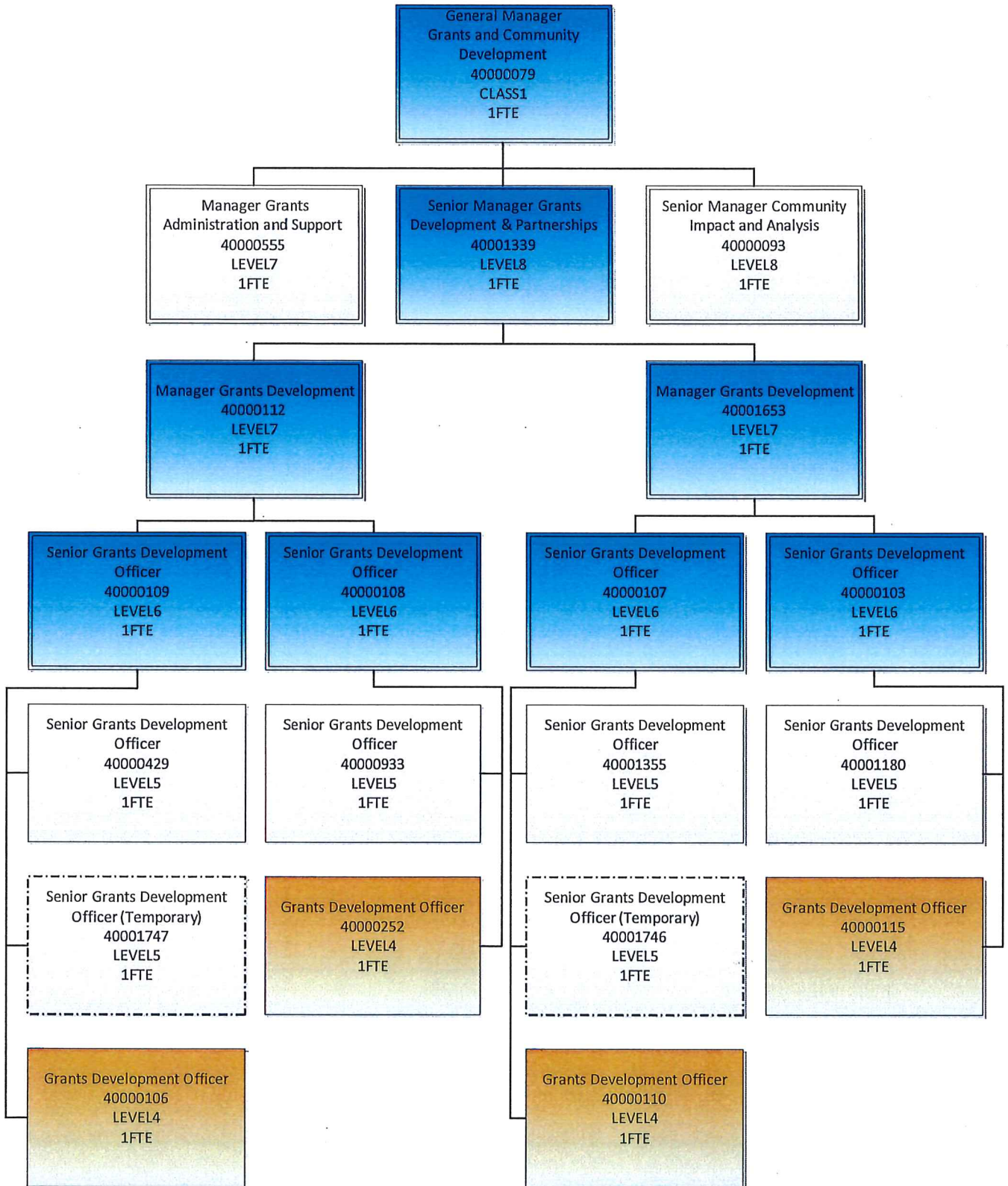
**Date:** 17.02.2020

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# Role Statement

## Reporting Relationship



Direct Reports	Indirect reports
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