

Position Title	Manager Grants Outcomes & Administration
Position Number	40001713
Salary and Level	Level 6 PSCSAA 2021
Reports to	Director Grants Administration (Level 8)
Direct Reports	Grants Administration Officer (Level 3, Level 4 x2)

The Organisation

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.'

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 we make in the community through grants.

Key Focus Areas of Position

Reporting to the Director Grants Administration, the Manager Grants Outcomes and Administration contributes to the leadership and management of the Grants Administration and Support team and function. The role ensures quality customer service and customer experience and leads the business processes and functions necessary for effective management of approved grants for Lotterywest and Healthway. The role has the following key areas of focus:

- Leading and managing a team
- Customer service
- Management of approved grants
- Managing variations to approved grant agreements
- Advice to internal and external stakeholders
- Managing external relationships
- Oversee compliance and process integrity
- Lead and oversee grant impact and outcomes assessment
- Lead and collaborate on projects

Key Responsibilities

- Leading and managing a team providing effective coaching, development and guidance.
- Ensuring quality customer servicing in response to enquiries and financial and reporting requirements for Lotterywest and Healthway grants.
- Managing all aspects of approved grants including payments and acquittals, outcomes and reporting.
- Managing and monitoring post grant variations, conditions, reporting, impact and outcomes.

- Providing advice to develop and guide grant payments, accountability requirements, and grant conditions.
- Managing and maintaining relationships with customers and stakeholders in relation to post grant management and reporting.
- Maintaining compliance with corporate financial governance, reporting and the corporate framework and systems.
- Managing risk and supporting the effective application of systems, tools and processes.
- Leading, resourcing and collaborating in projects and assisting in the development of agreed strategies for business improvement.
- Managing post grant impact and outcome reports.
- Other duties as required.

Mandatory/Special Role Requirements

Drivers Licence/ Police Clearance/ occasional regional travel/ afterhours work

Essential Selection Criteria

1. Demonstrated experience in financial management, administration, reporting, social impact management, analysis and compliance.
2. Demonstrated experience in guiding and negotiating complex grant acquittals, conditions, variations or equivalent.
3. Excellent writing skills with demonstrated experience in preparing agreements, reports, and Ministerial and Management briefings.
4. Experience in leading, collaborating and facilitating partnerships and project management.
5. Demonstrated experience in leading, coaching and developing teams.
6. Excellent communication and interpersonal skills with proven ability in providing excellent and timely customer advice and service.

Authorised by:



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

Date: 26/07/2022
