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| Position Title | Grants Social Impact Officer |
| Position Number | 4001729 |
| Salary and Level | Level 4 PCSCAA 2021 |
| Reports to | Senior Manager Grants Social Impact (Level 7) |
| Direct Reports | Nil |
| Last Update | May 2022 |

The Organisation

Lotterywest is a Western Australian Government public entity which sells lottery products and where the profit is returned to the Western Australian community in community grants.

Every time you play Lotterywest Games, you help support thousands of grants for not-for-profit organisations and local government authorities, as well as the health, sport and art sectors through our statutory funding.

Lotterywest has supported the Western Australian community for over eighty years. Its vision is to “build a better Western Australia, together”.

Established in 1991, Healthway promotes and facilitates good health and activities which encourage healthy lifestyles. This is achieved through the provision of grants and funding to community and health organisations to support health promotion and research and to sport, arts and community groups to promote healthy lifestyle campaigns. In 2018, Healthway commenced integration with Lotterywest and shares a common CEO.

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

The Grants Social Impact Officer is a member of the Social Impact Team and reports to the Senior Manager Grants Social Impact. The purpose of the Social Impact Team is to support best practice grant making through designing outcomes, evaluation approaches and evidence that builds insights on the impact Lotterywest and Healthway grants make to people, communities and ecosystems. This role contributes to the Social Impact Team through the following key areas of focus:

- Understanding the social impact of Lotterywest’s grants and Healthway’s funding.
- Analysis and visualisation of the outputs and outcomes of Lotterywest’s grants and Healthway’s funding.
- Stakeholder management and engagement.
- Collaborating on projects.
- Maintaining and building knowledge across contemporary research and analysis.
- Sharing evidence and insights from Lotterywest and Healthway grant funding through creating evidence-informed, engaging and accessible content for a wide range of audiences.
- Supporting activities that encourage development of knowledge and learning.

Key Responsibilities

- Collects, analyses and interprets data to understand and communicate Healthway and Lotterywest's contribution towards achieving social impact.
- Contributes to the continuous improvement of social impact measurement approaches for Healthway and Lotterywest.
- Contributes to outcomes-based management of partnerships and grants post approval, including input into outcomes acquittal decisions and surveying grant customers.
- Develops data visualisation solutions to communicate key finding of data analysis.
- Manages content creation and visual storytelling for the Impact Hub (case studies, insight articles and other web content) and website updates to communicate Lotterywest and Healthway's social impact.
- Contributes to the development of events, networks, training sessions and presentations within Lotterywest and Healthway and between grant customers to deepen knowledge and generate insights about Lotterywest and Healthway's social impact.
- Provides support and training for grant partners in developing theory of change, logic model and evaluation plans.
- Represents Lotterywest at stakeholder events, including some outside normal working hours.
- Undertakes projects and performs other duties as required.

Mandatory/Special Role Requirements

- Police Clearance.
- Undertake after hours presentations and attend a range of events/functions on behalf of Lotterywest.
- Occasional regional and interstate travel.

Essential Selection Criteria

1. Well developed ability to interpret complex information and data to communicate to a broad range of audiences.
2. Demonstrated experience in content creation, data visualisation and visual storytelling.
3. Sound knowledge of evaluation and social impact frameworks.
4. Well-developed interpersonal, written and verbal communication skills with the ability to effectively liaise with individuals at all levels.
5. Demonstrated ability to plan prioritise and successfully action a large volume of work under pressure.
6. Sound analytical, conceptual and problem-solving skills.

Desirable selection criteria

7. Experience in supporting workshop facilitation and/or event administration.

Authorised by:

LORNA PRITCHARD
GENERAL MANAGER, GRANTS AND COMMUNITY DEVELOPMENT
Date: