



Role Statement

Position Title	Manager Grants Development
Position Number	Generic
Salary and Level	Level 6 PCSCAA 2022
Reports to	Senior Manager Grants Development (Level 7)
Direct Reports	Senior Grants Development Officer (Level 5) Grants Development Officer (Level 4)

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 Business Unit 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, Aboriginal 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 our grant-making priorities: inclusive thriving community, connected cultural experiences, protected sustainable ecosystems, a smart innovative society, and active healthy people.

Key Focus Areas of Position

Reporting to the Senior Manager Grants Development, this role contributes to the leadership and management of the Grants Development team and function. There are four positions that each contribute to leading and managing the Grants Development Officers and evaluating, guiding and shaping complex grant proposals. These roles involve some regional travel, after hours work and representation at functions and events. The role has the following key areas of focus:

- Leading and managing a team
- Strategic grant making and community development
- Managing grant applications and assessment
- Strengthening, building and managing stakeholder relationships
- Leading and collaborating on projects and partnerships
- Understanding environmental trend and priorities

Key Responsibilities

- Leading, managing, coaching and mentoring a team of Grants Development Officers
- Guiding, shaping and evaluating proposals to meet community and sector needs and opportunities.

- Achieving grant outcomes through community development principles and practices, by building strong community and stakeholder relationships (internal and external) and professional networks
- Influencing and leading partnerships with not-for-profit organisations, Aboriginal organisations, government, corporate and philanthropic bodies to support and encourage community and sector development
- Leading and managing regional and sector strategic grant making initiatives
- Sector and regional knowledge to deliver strategic, impactful grant making and community development outcomes
- Leading, resourcing and collaborating on projects and assisting in the development of agreed strategies
- Other duties as required

Mandatory/Special Role Requirements

Police Clearance / Drivers Licence / Regional Travel / Afterhours Work

Essential Selection Criteria

1. Demonstrated experience in leading, coaching and developing teams.
2. Demonstrated experience in contemporary grant making and community development to lead a strategic and flexible approach to supporting community needs
3. Experience in leading, collaborating and facilitating partnerships with a diverse range of stakeholders.
4. High level relationship management and interpersonal skills with proven ability in providing excellent and timely customer service.
5. Excellent writing skills with demonstrated experience in preparing recommendations, agreements, reports and Ministerial briefings.

Authorised by:



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

Date: 23 February 2023
