

Role Statement



Position title:	Senior Manager Strategic Initiatives (Grants)
Position number:	40001946
Salary and Level:	Level 7 PSCSAA 2022
Reports to:	Director Strategic Initiatives and Partnerships (Level 8)
Direct reports:	2x Lead Grants Development (Level 6)

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 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, 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 the position

Reporting to the Director Strategic Initiatives and Partnerships, the Senior Manager Strategic Initiatives is responsible for leading the Developing Solutions grant program and supporting the Director to progress long-term, major, strategic grant-making initiatives.

The role has the following key areas of focus:

- Building, strengthening and managing stakeholder relationships and collaborations
- Working proactively with Aboriginal-led organisations
- Research, analysis and strategy development
- Grant-making applying community development approaches
- Systems thinking, impact design and analysis
- Project documentation and management

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- Change and integration management
- Inspiring and managing a high performing team

Key responsibilities

Manages the Developing Solutions Grant Program

- Manages the delivery of the Developing Solutions program through effective stakeholder engagement; grant and project development; facilitation, brokering, and leveraging partnerships; and monitoring and evaluating program outcomes.
- Ensures the delivery of the Developing Solutions program meets grant-making governance, policy and process requirements of the organisation.
- Creates regular progress reports for the Developing Solutions program's Steering Committee and Lotterywest Board.

Supports the Director to Progress Long-term, Major or Strategic Grant-Making Initiatives

- Develops and maintains effective working relationships with internal and external stakeholders.
- Builds effective approaches to collaboration and partnership to maximise the benefit of Lotterywest's grant funds for the WA community.
- Applies a sound understanding of social impact methodology including systems thinking, theory of change, logic models and evaluation approaches.
- Manages resources, schedules, budgets, risks, issues and change requests to ensure successful delivery of strategic grant-making initiatives.
- Contributes to process improvement initiatives as it relates to improving delivery of Lotterywest's strategic grant-making.
- Supports the integration of the Strategic Initiatives and Partnership portfolio with broader programs and/or portfolios by effectively managing dependencies and change control, engaging with the PMO, Information Services and planning functions, and collaborating with other teams across the Grants and Community Development Business Unit.

Inspiring and Managing a High Performance Team

- Leads and develops individuals and/or teams with a focus on the quality timely, effective and efficient delivery of relevant services and the promotion of a team culture driven by excellence.
- Undertakes other duties as required.

Mandatory / special role requirements

- Police Clearance

Essential Selection Criteria

1. Demonstrated high-level experience in the management of complex projects/programs.
2. High level interpersonal and communication skills with demonstrated ability to build relationships and liaise effectively across all levels with a broad range of internal and external stakeholders

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3. Specialised knowledge and experience in community development, grant-making, and business cases.
4. Knowledge and experience in Aboriginal stakeholder engagement and community development.
5. Demonstrated ability to lead individuals and/or teams to build their capabilities in project delivery
6. High level conceptual, analytical and problem-solving skills

Possession or progress towards, tertiary degree qualification in Community Development or past professional experience in Community Development or similar profession.

Authorised by:



Lorna Pritchard

General Manager Grants and Community Development

Date: 21 August 2023