

# Job application pack



**Thank you for your interest in working at Lotterywest – a unique Western Australian organisation. This pack includes information about our organisation, recruitment and selection process, to help you prepare your job application.**

## About Lotterywest

Lotterywest is the only State Government owned and operated lottery in Australia, where all available profits are returned to the Western Australian community through direct grants and statutory allocations. Lotterywest has supported the community for almost 90 years and remains committed to its vision, to 'build a better Western Australia together.

Lotterywest is also the employing agency for Healthway, the only State Government department dedicated to health promotion. For over 30 years, Healthway has funded sport, arts, community activities, health promotion projects and research, to inspire Western Australians to live healthier lives.

## Our purpose

To enhance the quality of life and wellbeing of all Western Australians through the funding and support we provide to our beneficiaries and by running our lottery business with excellence and integrity.

## Our values

Lotterywest is an organisation committed to serving the community of WA through impactful community grants. Six core values underpin all that we do:

- Customer focused
- Confident
- Authentic
- Smart
- Reliable
- Adaptable

## Our vision

To 'build a better Western Australia together'

## Be part of the team

By joining the team at Lotterywest, you will experience the satisfaction that comes with being part of an organisation that is helping make a positive impact in the community and turn dreams into reality. We believe in flexibility, work-life balance and support, so you can be the best at what you do.

You will have access to several employee benefits including:

- A flexible work environment with the ability to purchase leave and negotiate flexible working hours.
- A commitment to employee professional growth.
- A friendly working environment with a variety of wellness and social activities on offer.

Lotterywest's Head Office is located in Subiaco, with excellent access to public transport, a range of public parking options and end-of-trip facilities for staff choosing to cycle, run or walk to work.

## How do I apply?

Lotterywest is a State Government statutory authority. We're required to follow the Public Sector Commissioner's employment standard as set out in the Commissioner's Instructions. Please read the following steps to give you the best chance of success with your Lotterywest job application.

### Step 1: Read the role statement

The role statement is a high-level document outlining the key responsibilities and the skills required for the position. The role statement is used to assess your application, assess your performance once in the position and develop your skills.

### Step 2: Prepare your application

If your skills match those required, you're off to a good start. Now you will need to prepare a formal application. Usually, you will need to include a cover letter and your curriculum vitae.

When preparing your cover letter please refer to the job advertisement for specific direction on what your application needs to include and the attached job description that details the essential criteria required for the role.

Your curriculum vitae (CV or resume) should include:

- Your name, address and contact telephone number(s).
- Your email address.
- A concise description of relevant work experience, achievements and the dates of your employment.
- Your education qualifications and training courses.
- Contact details of your referees.

### Step 3: Submit your application

Your application will need to be submitted by the date and time stated in the advertisement.

Please give yourself enough time as we're unable to accept late applications. Please submit your application online through the [Jobs.wa.gov.au](https://Jobs.wa.gov.au) website.

### Step 4: Lotterywest's recruitment process

Lotterywest is committed to best practice recruitment standards. This ensures fairness in the process and that the most suitable person is appointed. We follow the below principles:

- Conducting a thorough merit-based assessment which matches a candidate's skills, knowledge and abilities relevant to the requirements of the job and the outcomes sought by the public sector, which may include diversity.
- Making sure the process is open, competitive and free of bias, unlawful discrimination, nepotism or patronage.
- Arriving at decisions that are transparent and capable of review.

### Step 5: Applicants suitable for interview

If you are assessed as a suitable candidate to progress to the next stage, you will be invited to an interview.

### Step 6: Have I been successful?

After you interview, we endeavour to notify you of the outcome of your application as soon as possible.



## Step 7: Successful applicants

Once the selection process is complete, if you're the successful applicant, you will be notified as the 'recommended applicant' for the position.

At the same time, unsuccessful applicants will be notified and offered the opportunity to receive feedback or they may request a review of the outcome.

This process is known as the Breach of Standards process and usually takes four (4) working days. Once this period is over and provided a substantiated claim has not been lodged, you will be notified in writing that you are officially the 'successful applicant' and a new Lotterywest staff member!

## Step 8: Unsuccessful applicants

If you're unsuccessful, you will be notified in writing when the selection process is complete.

You will also be provided with information about who to contact for feedback and how to seek a review of the process, if you feel your application wasn't handled in accordance with the standards in Step 4.

Through the Breach of Standards process unsuccessful applicants have four (4) working days to apply for a review. The assessment will focus on the recruitment process, not on the competing merits of an unsuccessful applicant.

If you'd like to apply for a review of the selection process you will need to do this in writing to the Senior Human Resources Officer on [HumanResourceServices@lotterywest.wa.gov.au](mailto:HumanResourceServices@lotterywest.wa.gov.au).

## More information

If you have any questions about Lotterywest's recruitment process, please contact the People and Culture team on 08 9488 6492 or email [humanresourceservices@lotterywest.wa.gov.au](mailto:humanresourceservices@lotterywest.wa.gov.au).

We encourage anyone who is thinking of applying for a job at Lotterywest to find out more about us by visiting our website at [www.lotterywest.wa.gov.au](http://www.lotterywest.wa.gov.au).

