



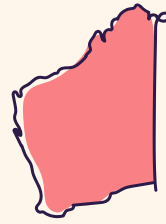
# *Job application pack*

Thank you for your interest in working at Lotterywest. Applying for a State Government role can look a little different, so we encourage you to read this document carefully before you prepare your application.

# About Lotterywest

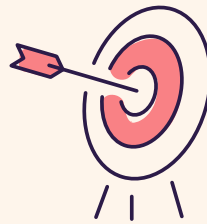
Lotterywest is uniquely the only Government owned and operated lottery in Australia. We have supported the community for over 90 years with the purpose to operate a responsible and sustainable lottery that leaves an enduring positive impact for WA.

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



## Our purpose

To operate a responsible and sustainable lottery that leaves an enduring positive impact for WA.



## Our values

Our values guide our behaviours, and the way we interact with our customers and each other. We strive to be responsible, empowered, working together and make a difference.



## Our vision

To create a hopeful, healthy, connected and sustainable community life for all Western Australians.



# 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.

This does mean that our application process can look a little different from other organisations. To set yourself up for the best chance of success, please familiarise yourself with the process outlined below.

## Step 1

### Read the role statement

Before applying for the position, it's important to read the role statement to ensure that your skills match those required. These skills will be used to assess your application and indicate the successful applicant's responsibilities.

## Step 2

### Prepare your application

Your application will need to include a cover letter and curriculum vitae (resume). The job advertisement will advise if any additional material is required.

*Tip: It's important that your application addresses any specific or essential criteria.*

## Step 3

### Submit your application

We are unable to accept late applications, so please ensure you submit your application via [jobs.wa.gov.au](http://jobs.wa.gov.au) before the time and date stated in the job advertisement.

## Step 4

### 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 5

### Prepare for your interview

To set yourself up for the best chance of a successful interview, here are a few tips:

- Be familiar with the role statement and selection criteria. This guides your interview questions.
- Take note of your interview time.
  - Reach out to your HR contact ahead of time if you have any questions about the interview format.
- Show up as yourself and answer the questions to the best of your ability.

## Step 6

### Have I been successful?

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

## 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.

## What to expect once the selection process is complete

If you're the successful applicant, you will be notified as the 'recommended applicant' for the position. If you were deemed 'suitable but not preferred', this means that you've been successful in being placed in a Pool, and you may be appointed at a later date. 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 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!

## 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 Public Sector recruitment standards.

Through the Breach of Standards process unsuccessful applicants have four (4) working days to lodge a claim. The assessment will focus on the recruitment process, not on the competing merits of an unsuccessful applicant. If you'd like more information on how to lodge a written claim, you will need to do this in writing to the Manager Human Resources on [HumanResourceServices@lotterywest.wa.gov.au](mailto:HumanResourceServices@lotterywest.wa.gov.au).

## More information

Contact our People and Culture team on 08 9488 6492 or email

[humanresources@lotterywest.wa.gov.au](mailto:humanresources@lotterywest.wa.gov.au)

## Interested in working at Lotterywest?

Find out more about Lotterywest by visiting [lotterywest.wa.gov.au](http://lotterywest.wa.gov.au)

