

# Role Statement



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<b>Position title:</b>	Manager HR Business Partnering
<b>Position number:</b>	40000056
<b>Salary and Level:</b>	Level 6 PSCAA
<b>Reports to:</b>	Director People and Culture
<b>Direct reports:</b>	3 FTE

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## The organisation

Lotterywest is the only State Government owned and operated lottery in Australia, where all the available profit is returned to the Western Australian Community through discretionary and statutory grants. Lotterywest has supported the Western Australian community for over 90 years. Its vision for 'a hopeful, healthy, connected and sustainable community life for all Western Australians'.

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

People and Culture are responsible for building supportive and inclusive and a high performing workplace. By focusing on employee experience, organisational development and alignment with company values and Lotterywest's overarching goals. Key responsibilities include:

Talent and acquisition, employee engagement, organisational development, diversity, equity and inclusion, performance, health safety and wellbeing, employees/ and industrial relations and payroll as well as compliance.

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## Key focus areas of the position

Reporting to the Director People and Culture, the Manager HR Business Partnering leads a high performing team to deliver a contemporary and responsive HR Business Partnership model, including oversight of the HRIS payroll system, that works closely with business leaders to support their workforce needs in a highly commercially competitive environment.

The role has the following key areas of focus:

- **Leadership and Management** – Leads and coaches Business Partners and Payroll team on the delivery of contemporary human resources practice and industrial instrument application and interpretation.
- **Business Partnership** – Works in partnership with the business areas in the delivery of human resources expertise, advice and builds the capability of senior managers to manage people matters with confidence.

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- **Employee and Workplace Relations** – Subject matter expertise and leadership of complex and sensitive people management issues and resolution.
- **Human Resources Governance** – Develops, reviews and implements workforce policies, procedures and best practice to promote a fair and equitable environment and delivers key expertise in employment and industrial frameworks applicable to the public sector environment.

## Key responsibilities

### Leadership

- Leads the delivery of the HR business partnership and payroll team, as part of the broader People and Culture business unit, aligned to Lotterywest's Strategic plan and Business Unit plans.
- Coach and mentor a team of Human Resources Business Partners and payroll specialists to support their development and ensure the provision of high quality and commercially focused human resources services.
- Works closely with the People and Culture leadership team to develop and align key people initiatives to improve work relationships, enhance employee engagement and wellbeing and foster a culture of performance and safety.

### Business Partnering

- Leads business partner portfolio leadership and direction in the development, delivery and implementation of human resources services and workforce programs.
- Maintains contemporary knowledge of trends relevant to HR business partnering services to enhance the delivery of HR practice, and achievement strategic objectives.
- Develops deep knowledge of business activities and operating environment across the organisation to deliver people solutions that balance commercially focused outcomes with excellence in public sector governance.
- Manages the strategic relationship with the Executive Team and their Business Units, provides timely strategic, operational and technical advice, coaching, and day-to-day guidance on all HR matters as required.

### Workplace Relations and Governance

- Delivers key expertise to HR Business Partners and business leaders to manage and resolve a range of complex and sensitive people and performance matters.
- Leads advice and interpretation of applicable industrial instruments, frameworks, legislation, instructions and circulars that govern employment within the public sector.
- Acts as the senior escalation point for complex employee and industrial issues, investigations and claims.
- Provides advice on and responsible for the delivery of services on complex fit for work matters, injury management and workers compensation.
- Leads initiatives that continuously improve the employee experience, performance and the capability of managers to lead.
- Maintains contemporary knowledge of emerging trends, issues and changes related to workplace relations and employment within the public sector, and ensures information is disseminated across the wider People and Culture team

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- Represent the organisation at employment related Tribunals / Commissions on complex industrial and human resources issues where required.

### HRIS and other

- Leads and supports the specialist payroll team in the delivery of the payroll function, including advice on industrial instrument interpretation.
- Oversees enhancements to the HRIS
- Leads the review and delivery of people related policies and procedures.
- Develops and maintains strong relationships with central industrial agencies, unions and employee advocacy groups.
- Fosters a culture of respect, diversity and inclusion across the organisation.

### Mandatory / special role requirements

- Police Clearance

### Essential selection criteria

1. Demonstrated experience in leading the delivery of a contemporary human resources function.
2. Considerable experience in managing complex employee relations matters, including providing advisory and consulting services for line managers and senior leaders
3. Substantial knowledge and experience of employment practices, standards and industrial instruments within a government setting with an ability to interpret and apply complex industrial frameworks in the delivery of commercially focused business outcomes.
4. Excellent interpersonal and communication skills with the ability to influence and negotiate with both internal and external stakeholders
5. In the context of the role, demonstrated skills, experience and behaviours aligned to the *Leadership Context* of the role and experience in successfully leading and supporting employees and line managers through direction, consultation and coaching.

### Leadership Context

*Leadership Expectations* provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is [Leading Others](#).

Expected behaviours	
<b>Lead collectively</b>	You understand how your work and that of your team contribute to achieving agency outcomes.
<b>Think through complexity</b>	You think critically and strategically to solve problems and enhance effectiveness.
<b>Dynamically sense the environment</b>	You adapt your approach to changes in the work environment that affect or may impact the ability of your team or work group to deliver outcomes.
<b>Deliver on high leverage areas</b>	You identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate.

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<b>Build capability</b>	You contribute to the development of those in your team or work area by understanding their current capabilities and striving to develop them further.
<b>Embody the spirit of the public service</b>	You display and embody the spirit of public service in all your decision making, interactions and professional activities.
<b>Lead adaptively</b>	You are continually learning and adjusting your approach to be effective in the changing work environment.

**Authorised by:**



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**Maxine Mincham**  
**Director People and Culture**  
Date: 24 June 2025