



INNOVATION UNIT AUSTRALIA NEW ZEALAND

POSITION DESCRIPTION:
SENIOR PROJECT LEAD
JULY 2024

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POSITION DESCRIPTION (Aus)

0.6 FTE - 0.9 FTE (Negotiable)

Perth based

Salary range: \$105k-\$125k

Reports to: Director

WHO WE ARE

WE JOIN FORCES WITH COMMUNITIES, GOVERNMENT AND OTHER PARTNERS TO DEVELOP, GROW AND SCALE NEW POSSIBILITIES THAT ADDRESS INEQUALITIES AND SHIFT THE SYSTEMS THAT HOLD EXISTING CHALLENGES IN PLACE.

[Innovation Unit](#) is a social enterprise that supports social innovation and change.

We work in education, the social and community sectors, health and wellbeing and justice. Our projects are diverse and varied, but usually involve designing services, strategy and policies; running research and evaluation; convening diverse groups and facilitating collaborative work; and supporting implementation and scale of new ideas and approaches.

As social innovation practitioners, we are always learning new things about how to support and sustain change. We work collaboratively and bring different kinds of knowledge and expertise together around a challenge, involving everyone who needs to be part of the change.

Our approach to helping partners achieve impact is informed by 20 years of projects in local and international contexts. We operate in Australia, Aotearoa/New Zealand and the UK, and also run programs in other international contexts. The Australian team is small but mighty, working closely with our global networks and a talented pool of Associates in our projects. Our people are designers, facilitators, researchers and coaches with deep connections to the communities and professional contexts in which we work.

Reducing inequities in health, educational and social outcomes is a major focus for our efforts to create thriving societies. To achieve this we:

- Use the power of innovation to help meet the major social challenges in

Australia, New Zealand and Beyond

- Take a people-centred approach to innovation that enables those most affected to be actively involved in creating solutions that work for them
- Build on existing relationships to influence action that reduces inequities in health, education and social outcomes
- Help our partners to design and scale solutions to complex social challenges, ensuring they reach the people who need them most

WHY JOIN NOW

Joining Innovation Unit Australia New Zealand now offers a real opportunity to shape the future of the organisation - and to contribute to delivering some serious social impact at a moment when it is sorely needed for us, for our children, and for generations to come.

Innovation Unit Australia New Zealand is full of passionate, smart, creative individuals who are personally committed to the organisation and its mission. This makes joining Innovation Unit Australia New Zealand a significant personal choice as well as a professional one.

ABOUT THE ROLE

This is one of those roles where you get to help change the world. This role involves offering high-level support and overseeing multidisciplinary project teams including, amongst others, practitioners, policy and subject matter experts, designers and researchers to simplify complex challenges and support transformational change in our partners' organisations. It plays a role in building the capability of our organisation and building the impact of our practice.

Your work might include leading the generation of new offers to improve outcomes for children and families accessing early learning and care; working with communities to co-design better futures; working with health professionals to build their capability to codesign initiatives alongside the communities they work in to improve well-being.

ABOUT YOU

You are vision orientated: you bring energy and optimism to imagining future scenarios that reinvent (sometimes radically) how we think about growing solutions and creating change. You make future scenarios tangible, so that others can contribute to the vision and move forward together. You are focussed on helping your partner have the eureka moment that shifts their perspective and co-operation for new ways of working.

You are rigorous on outcome not process: your focus is on defining, then reaching the desired outcome and you draw from a broad kit of change and transformation methodologies, tools and frameworks according to what is required to get there. You aim to be flexible and inclusive to other perspectives and find the right means to capture and capitalise on the bandwidth of our colleagues to ensure the team are solving the *right* problem.

You are a pattern spotter and storyteller: you capture, visualise, sort and cluster all the key data points of the project - conversations, ideas, opinions etc. - and keep all this 'data visible and therefore shareable. You look for common threads, unifying themes and underlying narrative that makes sense of the inputs and insights. You create understanding by identifying relationships, trends and opportunities and quickly bring structure to complex challenges and form abstract ideas to unify and bring cohesion to a team.

You are a connector: you foster relationships and are known for bringing people together. You can see connections across different organisations and individuals, and enjoy brokering new and exciting partnerships.

You are an expert facilitator: you work closely with teams. You find the common ground amongst the voices finding ideas ripe to develop and bring clarity. You provide integrative frameworks that keep the momentum of the project moving forward and bring together different disciplines and perspectives. You model a collaborative way of working where there is space for different disciplines to unite around a single point of view and showcase the best of innovation capability.

You are an adaptive leader: you have an innate ability to successfully navigate complex and changeable environments. You think on your feet; you are flexible, reflective and agile and are comfortable in ambiguity.

Practically, this means you:

- Have strong and varied social innovation and/or design experience with skills in social research, co-design, service design, prototyping, policy and service development, leadership and/or system change
- Have a good understanding of the public, social, community and/or philanthropic sectors in Australia, and a track record of leading change efforts
- Have demonstrated cultural competence in working with Aboriginal and Torres Strait Islander and other diverse groups
- Are experienced in managing and accounting for yours and others time
- Have been the lead interface with senior executives and senior public servants that have resulted in productive relationships and partnerships
- Have managed budgets
- You can make sense of complex information and distil insight that supports strong decision making.
- Have delivered powerful written and visual communications to a publishable standard
- Have supported a team of staff and contractors to achieve project outcomes
- You have briefed other agencies to develop designs and/or communication
- Have been the lead interface with and leading partners throughout the design and innovation process
- Can balance excellent facilitation skills with leading and shaping work to reach consensus
- Are confident and flexible and have experience in leading and working in interdisciplinary teams where harmonious collaboration is imperative
- Thrive with low supervision
- Have the ability to travel across Australasia and the flexibility to enable collaboration with colleagues across different time zones.

Ultimately, you are a curious, reflective practitioner and a life-long learner.

KEY TASKS / RESPONSIBILITIES

PARTNERSHIP LEADERSHIP

- Establish and maintain relationships for trust with existing partners

- Consult with partners to define, describe and prioritise their organisational challenges
- Creatively design multidisciplinary projects within partner budgetary restraints that address their needs and will result in productive project outcomes
- Build collaborative partnerships and networks with partners that will further their ambitions and deepen our impact in their organisation
- Create opportunities to deepen our partnerships and collaborations with existing partners to grow our impact.

PROJECT LEADERSHIP

- Provide advice, support, and practice leadership, overseeing project teams
- Manage, design and deliver significant social innovation projects, ensuring milestones and outcomes are met within budget, and positive relationships are maintained with project partners
- Design and facilitate impactful experiences with diverse participants, from executives to people with lived experience.
- Oversee project teams
- Ensure key project documents and reports are of a high standard
- Ensure travel, workshops, communication and other logistics related to project delivery are undertaken effectively.

THOUGHT LEADERSHIP

- Act as a thematic lead for our work on an area to be agreed
- Play a key role in communicating our work in social innovation and social design spaces, including writing, speaking and creating compelling, articulate artefacts and reports
- Maintain and grow key relationships in the social innovation sectors/spaces
- Contribute to occasional events that encourage or promote social innovation
- Develop new relationships in the social innovation and broader health, education and social sectors on behalf of Innovation Unit.

BUSINESS DEVELOPMENT

- Identify and cultivate relationships with potential partners .
- Develop collaborations with partners whose area of work is complementary to ours and who can help us increase our impact and reach
- Generate creative ways to tackle social challenges, and turn those into compelling new proposals
- Lead and quality assure the development and writing of proposals

- Lead and take part in project 'pitches'.

HELPING TO LEAD THE DEVELOPMENT OF OUR ORGANISATION

- Contribute to developing and implementing our strategy.
- Support the development of our organisation with honesty and constructive critique to get the most out of our team, and by participating in sourcing and developing talent, being active in tackling issues and underperformance, enabling team members to demonstrate great practice in their work.
- Be ready and happy to think on your feet and offer up your analytical, strategic, creative and relational talents to respond to challenges and develop solutions.

ROLE DETAILS

LOCATION – The successful candidate will be based in our Perth co-working office and have the ability to travel across Australasia once COVID restrictions soften. We are also open to candidates from across other regions of Australia who are able to work remotely and independently.

SALARY – Pro rata of \$105k-\$125k plus 11.5% superannuation per annum, depending on experience

EQUIPMENT – You are required to provide your own laptop, internet and mobile phone. Project and organisation related calls are able to be claimed back as an expense should the organisationally supplied teleconference service not be able to be used.

TYPE – For our team it is standard practice to offer a fixed term contract for one year at the outset, before considering permanent appointments. Our intention is for this to become a permanent role after the first year if the business pipeline and work is flourishing

HOURS – We are open to conversations about the best fit of hours for the right candidate between 0.6FTE and 0.9FTE.

APPLY NOW

This recruitment round is seeking Project Officer, Project Lead and Senior Project Lead applications. The mix of roles employed will depend in part on the potential candidates that apply.

How to apply:

Send the following to <teamanz@innovationunitanz.org> by **9:00am WA time, Monday 22nd July 2024**

- a CV; and/or LinkedIn profile
- a cover letter; stating what excites you about this role, and why you believe you would be a good fit
- a short video; that tells us more about you (2 minutes max – and we're not interested in technical quality, we're interested in you and what you say)

To discuss or ask questions contact us via email <teamanz@innovationunitanz.org>

Applicants should have Australian residency or a valid Australian work visa.