

INNOVATION UNIT AUSTRALIA NEW ZEALAND

SENIOR PROJECT LEAD POSITION DESCRIPTION

DECEMBER 2021

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SENIOR PROJECT LEAD

0.4 - 0.8 FTE

New Zealand based

Reports to: Director of Innovation and Partnerships

WHO WE ARE

Innovation Unit is a social enterprise that grows new solutions to complex social challenges. We use innovation to help create a world where more people belong and contribute to thriving societies. We build alliances with ambitious places, organisations and systems around the world to make sure innovation has lasting impact at scale. Innovation Unit believes in the power and potential of people to create change for the better.

ABOUT THE ROLE

This is one of those roles where you get to help change the world. This role involves building capability of our organisation, 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.

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 design initiatives alongside communities to improve well-being. You may like to [visit our website](#) for an overview of the type of work we do, or read about some specific examples of past projects in Aotearoa, NZ below:

1. [Taking a Māori-centered approach to heart health in Te Tai Tokerau](#)
2. [Creating stronger connections between parents of under-5s in Tāmaki Makaurau](#)
3. [Reducing social isolation amongst older people](#)

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 these 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 to 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, service development and/or system change
- have a good understanding of the public, social, community and/or philanthropic sectors in Aotearoa, NZ, and a track record of leading change efforts
- have demonstrated cultural competence in working with Māori 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
- 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 reflective practitioner and a life-long learner.

KEY TASKS / RESPONSIBILITIES

PARTNERSHIP LEADERSHIP

- Establish and maintain relationships of 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 to project teams
- Oversee project teams
- Manage, design and deliver large social innovation projects, ensuring milestones and outcomes are met within budget, and positive relationships are maintained with project partners
- 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
- Act as a 'critical friend' to current and potential partners, encouraging greater innovation and impact while building relationships
- Play a key role in thought leadership in the social innovation and social design spaces, including writing and speaking
- 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 and partner
- 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 Auckland 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 Aotearoa, NZ who are able to work remotely and independently.

SALARY – Pro rata of up to NZD\$94,000 - \$102,000 plus kiwisaver 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 – This is a part-time role: 0.4 - 0.8 FTE (negotiable).

APPLY NOW

How to apply:

1. Review the role duties and expectations above
2. Send the following to <teamanz@innovationunit.org> by 12 noon NZT on Friday 14 January 2022:
 - o a CV; and/or LinkedIn profile
 - o a cover letter; stating what excites you about this mahi, and why you believe you would be a good fit
 - o 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)

Short-listing will happen w/c 17 January 2022, interviews will be held in Auckland 25-28 January 2021, for this role to formally commence in late February 2021.

Applicants should have New Zealand residency or a valid New Zealand work visa.