

# INNOVATION UNIT AUSTRALIA NEW ZEALAND



PROJECT OFFICER  
NOVEMBER 2018

## **ABOUT THE ORGANISATION: OUR MISSION**

Innovation Unit Australia New Zealand, along with our colleagues in the UK (Innovation Unit Ltd), are social enterprises that grow 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.

## **WHO WE ARE**

Innovation Unit Australia New Zealand is a social enterprise with a big mission to grow new solutions for thriving societies. For us, thriving societies are socially just, sustainable and connected. We believe that a particular brand of innovation is needed to get there - innovation that is driven by and liberates human potential, agency and collective action. These principles underpin all our work.

In the past three years, we have done lots of work we are proud of. We are helping to transform early learning and care with Australia's largest provider, we are partnering with systems and sectors around the country to transform learning and schooling, we have formed a Trans-Tasman organisation with our colleagues in New Zealand and we continue our amazing connection and partnership with our founders in the UK.

Now, we are looking to our next five years and the impact we want to have. Joining our team now is the perfect moment to shape and drive the success of this endeavour. 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. If you can combine the rigour, discipline and structure that underpins the work with our culture of creativity and curiosity (without resorting to a compliance culture), we are the right place for you.

## **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.

Across November and December 2018, we will be recruiting, which will grow Innovation Unit Australia New Zealand's talented and committed team. Over the three years, we have established ourselves in the region and developed a sustainable business model. We will continue to work with ambitious partners to deliver the tangible and measurable changes they, and we, want and need to see in the world - helping them to develop, implement and

scale powerful new solutions. Alongside this, we will be getting more public about our work to generate demand for innovation - it's no good working to generate powerful new solutions unless there is a hungry audience for them.

Our partnership with our colleagues in the UK means we share staff; have joint teams working on projects and programs; learn from, and support each other; and collaborate to develop social innovation practice in the Asia Pacific region - [www.innovation.org](http://www.innovation.org)

It is in this context that we are recruiting for a new role to grow our team. Appointments will be building on over a decade of cutting edge innovation practice from our UK based colleagues, successful local, national and international projects led from Australia and New Zealand, and working with a talented and multi-disciplinary team. You will be expected to bring your own knowledge, perspective and experience to bear on developing the next iteration of Innovation Unit Australia New Zealand's offer to its partners.

All of this will require a balancing act - the ability to bring the best of the rigour, insight, practices and management of great innovation consultancy from previous roles, whilst being open to learning from, and helping to develop Innovation Unit Australia New Zealand's own brand of innovation - innovation that is driven by and liberates human potential, agency and collective action.

The role will be outward and inward facing - growing the profile, networks and work of Innovation Unit Australia New Zealand out in the world, and growing the capability, confidence and impact of our team to do so. If you would like to help us shape how we contribute to a world in which more people belong and contribute to thriving societies, and have the background to do this job brilliantly, please apply now.

## **ABOUT THE ROLE: PROJECT OFFICER**

This is one of those roles where you get to help change the world. This Perth-based role involves being a driving force behind exciting innovation projects, and supporting a multi-disciplinary team that includes practitioners, policy and subject matter experts, designers and researchers who work to simplify complex challenges and support transformational change in our partners' organisations.

We need a team player with a passion for social change and exceptional organisational skills and experience. We need someone who is brilliant at relationship management and customer service; can organise complex projects with multiple events with ease; and can write and design clear and concise powerful communications. Knowledge and understanding of the education system is a definite advantage.

## **ABOUT YOU**

You are passionate about social change. You are driven to find new ways to help create a better world.

You are proactive and organised. You think two steps ahead and love producing work to a high quality standard.

You're always on the look out for how things can be done better. You proactively identify ways to improve systems, processes and ways of doing things to enable the continuous improvement of your work.

You are a supportive team player and are willing to go above and beyond the call of duty. You love being part of a high performance team and making sure our work together achieves maximum impact.

You thrive with low supervision. You are a self starter who enjoys the flexibility of working from home.

## **ESSENTIAL SKILLS AND EXPERIENCE**

### ***You will have:***

- A passion for social change and interest in social innovation
- A positive, people-focused disposition
- Strong organisational skills with attention to detail
- Experience in an independent, low supervision work environment
- Group facilitation experience
- Well-practiced project coordination skills and experience
- Knowledge of the cultural competencies required for working with Aboriginal and Torres Strait Islander and other diverse groups
- Excellent written communication skills
- Supported high performance teams to thrive in a fast-paced environment
- Flexibility and willingness to assume a wide range of duties to meet project needs.

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

## **KEY TASKS**

### ***PROJECT MANAGEMENT***

- Provide leadership to the coordination of tasks on a range of projects, working closely with project teams to ensure that project milestones and outcomes are met and positive relationships are maintained with partners.
- Co-ordinate all stakeholder engagement and workshop logistics, including participant liaison, scheduling, venue, catering and (interview and workshop) resources.
- Arrange travel, communications and other logistics related to project delivery.
- Undertake administrative tasks including (but not limited to) office and workshop supply logistics and contacts database management.
- Monitor project spend and work with team members to reallocate resources to meet

the evolving needs of the project.

- Support the team to understand risks and issues – and to mitigate them.
- Help the rest of the organisation to learn from your projects.
- Support the team to pursue business development opportunities and contribute to the development of high quality proposals.

### ***DELIVERY OF SOCIAL INNOVATION PROJECTS***

- Work with the team to design workshops that use co-design and innovation methodologies to encourage participatory approaches to service, program and policy design.
- Assist with coordination and co-facilitation of workshops.
- Undertake research including reviewing background policy, data analysis, academic literature and service development documents and create compelling and concise summaries.
- Synthesise complex information, analyse data and generate insights based on multiple data sources (qualitative and quantitative).
- Collaborate with colleagues to translate complex information into meaningful communications.
- Contribute to designing evaluations of our work and collecting data.
- Contribute to thought leadership.

### ***COMMUNICATIONS AND ENGAGEMENT***

- Write, edit and/or proof key documents and reports.
- Design and lay out key documents and reports.
- Design workshop resources.
- Take an active role in ensuring Innovation Unit communicates effectively with stakeholders and the public, including contributing to website management and social media content development and engagement.
- Establish and maintain relationships based on trust with existing partners.
- Create opportunities to deepen our partnerships and collaborations with existing partners to grow our impact.

## **ROLE DETAILS**

**LOCATION** Currently, the Innovation Unit team members based in Australia each work from their own home base, travel to client sites as appropriate, and convene several times a year for team meetings, often in New Zealand. The successful candidate will be based in Perth and have the ability to travel across Australasia.

**SALARY** Up to \$78,200 plus 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. This includes the statutory 3 month probation period. 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 full time role, but we'd be willing to discuss part time arrangements.

**HOLIDAY ENTITLEMENT** 27 days annual leave plus public holidays relevant to your home state. An additional 3 days is between Christmas and New Year is also customarily given at the Company's discretion.

**SUPERANNUATION** 9.5% superannuation contributions.

**REPORTS TO** The Chief Executive, Innovation Unit Australia New Zealand or Director, Projects and People, Innovation Unit Australia New Zealand.

## HOW TO APPLY

1. Review the duties and responsibilities, person specification and role details.
2. Send us ([contactaus@innovationunit.org](mailto:contactaus@innovationunit.org)) these three things by 12noon AWST on 28 November 2018
  - a. a link to your LinkedIn profile (complete and up to date)
  - b. a video that tells us how you meet the person specification (2 minutes max - we're not interested in technical quality, we're interested in you and what you say)
  - c. a document that responds to one of the questions below. This should draw on your own knowledge, and also from a couple of formal sources (2 pages max).
    - i. how can innovation impact learning outcomes for young people in Australia?
    - ii. how could a focus on redesigning early learning and care transform lives of children, families and impact society as a whole?
    - iii. how might social innovation reduce inequality in Australia?

**DEADLINE** Please submit your application by 12 noon AWST on 28 November 2018.

**NOTIFICATION OF INTERVIEW** COB 30 November 2018

**INTERVIEW(S)** 4 December 2018 in Perth. Second round interviews week beginning 10 December 2018 should they be required.

**QUESTIONS** Please contact 1800 953 026 or email [contactaus@innovationunit.org](mailto:contactaus@innovationunit.org)