

# INNOVATION UNIT AUSTRALIA NEW ZEALAND

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**PROJECT LEAD  
POSITION DESCRIPTION**

DECEMBER 2021

# POSITION DESCRIPTION

## PROJECT LEAD

0.4FTE - .8FTE (Negotiable)

New Zealand based

**Reports to:** Director of Innovation and Partnerships

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### 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 leading 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.

### ABOUT YOU

- You have strong and varied social innovation and/or design experience with skills in co-design, service design, prototyping, service development and/or system change
- You have cultural competence in working with Māori and other groups
- You are experienced in managing and accounting for yours and others time
- You have been the lead interface with senior executives and senior public servants that have resulted in productive relationships and partnerships
- You have managed budgets
- You have delivered powerful written and visual communications to a publishable standard

- You are comfortable interfacing with and leading partners throughout the design and innovation process
- You can balance excellent facilitation skills with leading and shaping work to reach consensus
- You are confident and flexible and have experience working in interdisciplinary teams where collaboration is imperative
- You thrive with low supervision.

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

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## **KEY TASKS**

### **PARTNERSHIP**

- Establish and maintain relationships for trust with existing partners
- Create opportunities to deepen our partnerships and collaborations with existing partners to grow our impact.

### **PROJECT LEADERSHIP**

- Manage, design and deliver a range of social innovation projects, ensuring milestones and outcomes are met within budget, and positive relationships are maintained with partners
- Recruit participants for co-design workshops, research and other innovation processes
- Coordinate all stakeholder engagement interview and workshop participation logistics (include participant liaison and scheduling)
- Write, edit and proof key project documents and reports
- Ensure travel, workshops, communication and other logistics related to project delivery are undertaken effectively
- Brief and oversee the production and delivery of visual design and communications products.

### **THOUGHT LEADERSHIP**

- Contribute to 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
- Co-ordinate and 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 the Innovation Unit.

### **BUSINESS DEVELOPMENT**

- Identify and cultivate relationships with potential partners and partner
- Contribute to the development and writing of proposals.

## 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.

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## 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\$ 72,193 - \$ 75,731 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/full-time role: 0.4FTE - 0.8FTE (Negotiable)

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## 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:

- a CV; and/or LinkedIn profile
- a cover letter; stating what excites you about this mahi, 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)

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.**