



New solutions  
for thriving societies

# INNOVATION UNIT AUSTRALIA NEW ZEALAND

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**PROJECT LEAD  
POSITION DESCRIPTION**

MARCH 2022

# **POSITION DESCRIPTION**

## **PROJECT LEAD**

0.6 FTE - 0.8 FTE (Negotiable)

Perth based

Salary range: 80k - 85k PA

Reports to: Director, Innovation Practice

### **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 working to develop the next 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 social research, co-design, service design, prototyping, service development and/or system change
- Demonstrated cultural competence in working with Aboriginal and Torres Strait Islander and other diverse groups
- You are experienced in managing and accounting for your and other's time
- You have interfaced with senior executives and senior public servants resulting in productive relationships and partnerships
- You have managed budgets
- You can make sense of complex information and distil insight that supports strong decision making.

- You have delivered powerful written and/or visual communications to a publishable standard
- You are comfortable leading people through a change and transformation 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.

## **KEY TASKS**

### **PARTNERSHIPS**

- 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**

- Support the management, design and delivery of 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
- Undertake research activities including desktop research and work in the field.
- 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 communicating our work 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 Innovation Unit.

### **BUSINESS DEVELOPMENT**

- Identify and cultivate relationships with potential partners and partner organisations
- 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.