**AVI Position Description – Innovation Lead - AVP**

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| **POSITION TITLE:**Innovation Lead | **CLASSIFICATION:***Band 4* | **PROGRAM:**Australian Volunteers Program, AVI | **DATE:**July 2021 |
| **LOCATION:**Melbourne*(WFH and On-Site)* | **REPORTS TO:** Innovation Fund Manager | **POSITIONS REPORTING TO THIS ONE:**Cross-program teams on specific activities |
| **ORGANISATION** AVI is an Australian not-for-profit organisation committed to achieving economic and social development outcomes across Asia, the Pacific and the world. AVI believes in self-determination with locally owned and led change. We work for a peaceful, sustainable and just world by partnering with people and organisations to share skills, knowledge and experience to achieve the positive change and development goals they seek. |
| **KEY OBJECTIVE:**The Innovation Lead takes strategic and operational lead for major workstreams or projects within the Innovation Fund’s portfolio of innovation opportunities. The Lead establishes and manages cross-program teams to investigate, design and deliver on innovation opportunities, while incorporating innovation capability learning opportunities.  |
| **RELATIONSHIPS AND INTERACTIONS:****Internal*** Innovation Fund manager
* Partnerships and Innovation Manager
* Program Leadership Team
* Regional Directors
* Country teams

**External*** Innovation partner – The Australian Centre for Social Innovation
* Program partners
 | **PHYSICAL DIMENSIONS:**This role requires the ability to:* Sit or stand for long periods, as well as regular bending, crouching and reaching.
* Use an appropriate lifting technique to manually handle office files and items.
* Operate a computer accommodating reasonable adjustments.
* React to a display (computer screen) throughout the workday.
* Use a telephone within reasonable adjustments (including use of headset).
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| **DECISION MAKING:**This role works under the direction of the Innovation Fund Manager and will undertake a range of tasks and activities requiring the use of acquired skills and knowledge of innovation, design thinking and change management. This role will perform tasks consistent with the expectations set by AVI, DFAT and the Australian Volunteers Program. The role includes scope to inform the strategic direction of innovation work and to make some decisions without consultation with the direct Manager. | **POSITION DIMENSIONS:**This role does not have any reports and is not responsible for managing a budget |
| **KEY CHALLENGES** * Building new initiatives using approaches that also build team capabilities in innovation
* Collaboration, negotiation and change management with a broad range of stakeholders
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| **VALUES:** We expect all our employees demonstrate the ability to uphold AVI Values through behaviour, leadership, and projects. Our Values are: Equity and Social Justice Diversity and Inclusion Integrity Partnership Solidarity Respect |
| **KNOWLEDGE AND EXPERIENCE REQUIREMENTS**Knowledge and demonstrated experience in:* Relevant tertiary qualifications in Business Development, Program/Project Management,
* International Development/International Relations, Social Innovation or equivalent experience
* Experience in the end-to-end development and ongoing management of new programs or initiatives, preferably within the international development or volunteering sectors
* Demonstrated experience in program/project innovation, design research, change management or evaluation
* Knowledge or experience in approaches to building organisational capacity
* Experiencing leading a multi-disciplinary team to achieve business objectives where no direct reporting relationship exists
* Sound knowledge of, and commitment to the underpinning values, goals and objectives of the Australian Volunteer Program (AVP)
* Understanding of and commitment to EEO, child protection and privacy principles
* Understanding of and commitment to Equal Opportunity/Inclusive practice, Workplace Health & Safety, Privacy and Child Protection principles and practices

**Skills & Attributes*** High level conceptual, strategic and operational planning capability able to be deployed in complex and uncertain situations
* Strong project/program management skills and the ability to work within and inform a risk management framework
* Creativity, critical thinking and problem-solving skills that allows for ideas to be put into practice

Exceptional stakeholder management skills in change management situationsAbility to work well in a flexible environment coupled with a high tolerance for ambiguity **Qualifications*** Relevant tertiary qualifications in Business Development, Program/Project Management,

International Development/International Relations, Social Innovation and/or equivalent experience |
| **ACCOUNTABILITIES** |
| **KEY RESULT AREA** | **KEY ACTIVITIES** | **PERFORMANCE MEASURES** |
| **Strategic Planning and Innovation Infrastructure** | * Support the Innovation Fund Manager in the development of a pipeline of opportunities for the Innovation Hub
* Develop and manage work plans and budgets for Innovation Fund workstreams allocated, accounting for the dynamic nature of the work and reforecasting as required
* Develop terms of reference and negotiate and manage contracts and agreements with service providers and specialist consultants ensuring value for money. Apply program procurement processes for all expenditure
* Collaborate with the Public Diplomacy team to incorporate storytelling and sharing of learning into project plans
* Collaborate with the Monitoring, Evaluation and Learning team to embed MEL approaches to capture progress and learning for activities and the Fund as a whole
* Identify emerging trends in international and domestic volunteering, aid and development, international relations to inform the activities of the Hub
 | * Workplans developed and managed for allocated workstreams and Innovation Fund support structures
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| **Relationship Management & Engagement** | * Foster key strategic relationships (internally and externally) and implement strategies to build buy-in and support from key stakeholders for new initiatives and ensure activities are delivered in a collaborative manner
* Provide regular reporting on innovation initiatives to the Innovation Fund Manager, Innovation Pathway Group, Program Leadership Team and DFAT, as required
 | * Feedback from stakeholders
* Reporting and documentation regularly provided
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| **Innovation Initiatives and Projects** | * Lead teams of program staff (direct reports and those working as part of a cross-program team), external consultants and the innovation partner to develop and deliver multi-phase projects and their integration across the program’s key functional areas
* Design and deliver learning opportunities within the innovation activities to support program staff and stakeholders to grow their practice, confidence and capability in innovation
* Provide expert advice to senior program management on the introduction of new volunteering models and prototyping, piloting, scaling and integrating innovation opportunities, including advice on cross-program coordination, policy requirements, financial implications, staffing and development outcomes for new models
 | * Feedback from stakeholders
* Projects delivered in line with advice provided to management on their scope and timing
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| **Leadership & Team Work**  | * Provide coaching and/or mentoring to program staff engaged in innovation activities, including Innovation Coordinators as required
* Support a team environment for psychological safety, necessary to foster and model effective innovation and collaboration practices
* Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of AVI
 | * Mutually respectful and collaborative working relationships within and between teams
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| **ADDITIONAL REQUIRMENTS:*** In addition to the above, any and all other duties and responsibilities are to be performed as required and consistent with this role
* This role may require some work outside of regular hours
* This role may require interstate or international travel, subject to organisation and government restrictions due to COVID-19
* Understanding of, and commitment to, EEO and privacy principles
* A Background and Security and commercial credit check will be performed as a requirement of this role
* An offer of employment to this role may be subject to a satisfactory criminal record check. This may include require appropriate international police clearances if you have lived in a country (or countries) outside of Australia for a period of more than 12 months in the last five (5) years
* Continued employment may be subject to additional security checks from time-to-time
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