

POSITION DESCRIPTION

This document provides an indicative description of the purpose and accountabilities of the role and specifies competencies required to sustainably attain Foundation North objectives. Actual performance requirements and expectations should be included in the annual performance agreement.

SECTION 1: TITLE AND REPORTING RELATIONSHIPS

Position title:	INNOVATION CATALYST		
Reports to:	Strategy & Innovation Manager		
Business unit:	Strategy & Innovation		
Location:	Auckland		
Author:	Gabrielle Young		
Approver:	Chloe Harwood	Approval Date:	11 June 2018

SECTION 2: ROLE PURPOSE

The role of the Innovation Catalyst is to effectively establish & deliver on the objectives of the Innovation Unit working closely with Foundation North leadership team, partners, external stakeholders and advisors, the Centre for Social Impact and the communities of Auckland and Northland.

The role is primarily responsible for facilitating, design and delivering innovation activity to achieve the Foundation's objectives. This involves leading project teams, ensuring appropriate engagement strategies with key sectors, catalysing sector engagement, brokering new relationships/opportunities to collaborate, working with sector stakeholders to prototype new initiatives, supporting their growth and development to generate social and environmental change, reporting on progress/impact and sharing learnings sector wide.

Role accountabilities

Partnership Leadership

- Engage in outreach to identify new opportunities for innovation and prototypes that align with Foundation Priorities and Outcomes
- Build collaborative partnerships and networks with partners that will further deepen our shared impact
- Facilitate learning across innovation activity with internal and external stakeholders
- Influence, advocate and communicate about the Innovation Unit internally and externally

Project Initiation and Management

- Initiate, design and deliver innovation prototype projects in collaboration with internal and external partners, ensuring positive relationships are maintained with partners
- Maintain an agile approach to project management including the frequent review and adjustment of project plans, milestones, and outcomes and management of internal and external expectations in response to real time learning
- Engage and oversee project teams, providing support and guidance to individuals and teams to carry out innovation initiatives
- Contribute to reports to Strategy & Innovation Committee and stakeholders on Innovation Unit progress and status
- Identify, communicate and mitigate risks in the delivery of the portfolio of Innovation Unit prototypes and activity

Innovation Practice Leadership

- Champion organisational innovation and evaluate and improve the organisation’s innovation capability
- Ensure resources and systems are in place to enable innovation to occur
- Actively engage in learning, networking and building relationships with people and organisations that are innovating across disciplines and sectors to ensure the Foundation is connected to the latest innovation practice
- Build a network of national and international advisors to the Unit
- Support the growth in capacity and capability of the Strategy and Innovation Unit to innovate by adopting practices such as agile project management, prototyping, rapid learning & iteration
- Facilitate the review of prototype projects and ensure well-reasoned decision making about whether activity is sustained, scaled, evolved or discontinued
- Work with Foundation North funding, strategy & innovation team members to adopt, embed and scale innovations when appropriate
- Ensure that the Foundation’s innovation strategy, priorities and activity evolve over time in response to experiential learning

Innovation systems and process management

- Establish systems and processes required to capture and share knowledge about the evolving innovation practice internal & external to the organisation
- Work across all functional areas including communications, knowledge management, capability building, convening and evaluation to ensure effective day to day collaboration for innovation activity
- Engage and manage contractors and consulting project resources as required to deliver on innovation activity
- Support and evolve the prototype review process to ensure that well-reasoned and timely decisions are made to sustain, scale, evolve or discontinue prototype projects.

Impact Investment Leadership

- Act as the key point of contact for impact investment opportunities that arise
- Brief and liaise with scouts and intermediaries tasked with finding opportunities aligned with the Foundation’s interested
- Work with the CFO and leadership team to actively shape opportunities as they arise
- Manage the internal review and assessment process for impact investment opportunities, presenting them to Trustees as appropriate
- Test and continually improve the scouting, opportunity filtering and assessment processes to ensure efficient, informed and timely decision making
- Lead the evolution of impact investment strategy over time based on experiential learning

Health & Safety accountabilities

The Health & Safety Management System outlines the key responsibilities for Managers & Employees. Please refer to this for further information.

Budget per annum			
<i>Personnel Dimensions (employees reporting to this position directly and indirectly)</i>			
Number of Staff:	Direct:	Indirect:	Total:
Decision making authority <i>It should be made clear whether the job holder is solely accountable for making decisions or whether they are shared with other team members.</i>			
a)			
b)			

SECTION 3: COMPETENCIES		
Rating Scale (for competencies):		
Core Competencies for the position are listed below, with Essential Competencies highlighted in bold, with descriptions/ behaviour indicators detailed.	<p>P - Proficient</p> <ul style="list-style-type: none"> Takes responsibility, demonstrates the competency consistently <p>Handles delivery independently</p>	<p>E - Expert</p> <ul style="list-style-type: none"> Seen as a role model for this competency Uses it in new situations. <p>Identifies new ways of doing things and innovates</p>
Core and Leadership Competencies		
Competency	Essence	Rating Scale
Building Relationships	<ul style="list-style-type: none"> Establishes rapport and trust with others to create and maintain positive relationships with others <ul style="list-style-type: none"> Models trust, empathy and respect in a way that advances the relationship Adapts behaviour according to how others respond Establishes trust and credibility by engaging and helping people achieve their goals Takes steps to maintain rapport with people when situations are difficult 	P
Communicating Effectively	<ul style="list-style-type: none"> Creates understanding and has influence with others through clear communication, listening effectively to others and using a range of techniques to assist people to consider alternate points of view. Presents using a confident and succinct style, and expresses self clearly and concisely in written communication. 	P
Teamwork	<ul style="list-style-type: none"> Demonstrates a commitment to their colleagues and the organisation by placing the team requirements before individual needs and working together to achieve common goals. 	P
Analytical Thinking/Judgement & Problem Solving	<ul style="list-style-type: none"> Takes a methodical approach to problem solving to make good decisions, identifying and analysing key issues and linkages, then selecting and implementing the most appropriate solutions <ul style="list-style-type: none"> When presented with an urgent situation, exercises good judgement, quickly identifying approaches that are most likely to be useful including seeking appropriate assistance when required Methodically considers all the risks in a situation and ensures actions and solutions are appropriate Engages in critical questioning Looks for underlying causes and seeks to address those rather than make a "quick fix" Regularly considers the interests of the wider organisation / programme, and sets priorities and adjusts actions accordingly Identifies relevant solutions 	P

Commercial Acumen	<ul style="list-style-type: none"> • Demonstrating concern for financial results and investment returns by pursuing good stewardship and best business practices <ul style="list-style-type: none"> ○ Seeks out and suggests investment and innovation opportunities ○ Demonstrates concern for financial results and investment returns ○ Negotiates commercially advantageous terms where appropriate ○ Demonstrates “bottom line” focus ○ Seeks out market information 	P
Planning & Organising	<ul style="list-style-type: none"> • Plans and manages time efficiently and considers resources and time frames to successfully complete tasks to achieve specified outcomes. 	P
Managing Health & Safety	<ul style="list-style-type: none"> • Ensuring own Health and Safety and that of others by observing safe and healthy work practices. 	P
Innovation Management	<ul style="list-style-type: none"> • Facilitates the selection of ideas, their development and effective implementation <ul style="list-style-type: none"> ○ Is good at bringing the creative ideas of others to fruition ○ Has good judgment about which creative ideas and suggestions will work ○ Has a sense about managing the creative process of others ○ Can project how potential ideas may play out in implementation 	E
Stakeholder Focus	<ul style="list-style-type: none"> • Making stakeholders and their needs a primary focus of one’s actions; developing and sustaining productive stakeholder relationships. <ul style="list-style-type: none"> ○ Is dedicated to meeting the expectations and requirements of internal and external stakeholders ○ Establishes and maintains effective relationships with stakeholders and gains their trust and respect ○ Anticipates and consistently strives to exceed stakeholder expectations ○ Understands and adapts to stakeholders changing needs 	P
Cultural Competency	<ul style="list-style-type: none"> • Is culturally responsive and relates to stakeholders within their cultural context and respects and works effectively with diversity and difference. 	P
Integrity & Self-Awareness	<ul style="list-style-type: none"> • A person with this competency acts with honesty and maturity. <ul style="list-style-type: none"> ○ Acts honestly and ethically ○ Can be relied on to complete tasks and meet commitments ○ Displays an open-minded, non-judgmental attitude towards others ○ Displays openness to feedback from others ○ Shows in word and action a commitment to our vision and values • Keeps sensitive information confidential and avoids gossip and unfair criticism 	P
Representing the Organisation	<ul style="list-style-type: none"> • Communicating in a professional manner which is a consistent, positive reflection on the organisation. 	P
Taking Responsibility	<ul style="list-style-type: none"> • Is motivated to achieve what is expected and strives for learning, results and goal achievement. 	P

Qualification & Experience <i>What is the typical background required to competently perform the responsibilities of the job? (including technical skills and qualifications)</i>		
Requirement	Essential	Preferred
Education	<ul style="list-style-type: none"> • Tertiary qualification or equivalent experience 	<ul style="list-style-type: none"> •
Experience	<ul style="list-style-type: none"> • A strong and varied social innovation and/or design experience with skills in co-design, service design, prototyping, innovation management and/or system change • Experience in leading the interface with senior executives that has resulted in productive relationships and partnership • Experience working in interdisciplinary teams where there has been collaborative action, recognition and management of conflict and creation of trusted relationships. 	<ul style="list-style-type: none"> •
Technical/ Functional Expertise	<ul style="list-style-type: none"> • Innovation Culture - Knowledge and ability to use shared protocols, processes and practices for promoting innovation practice and capturing information and learning. • Stakeholder Relations - The ability to work with a multi-stakeholder system, different customer service perspectives, and ability to communicate effectively with the variety of stakeholder groups across the system. • Prototyping - Knowledge and ability to create and build services using validation and testing approaches. • Design & Communications - Knowledge of design thinking processes, presentation of information and ability to use multiple communications channels (print, video) storytelling, and narrative generation. • IT systems - Ability to use social media, collaborative project management platforms (Trello, Slack) and other systems as required. • Facilitation and Co-design – able to facilitate and co- design • Creativity and Uncertainty – able to operate in uncertain conditions and demonstrate creativity to reach positive outcomes 	<ul style="list-style-type: none"> •

SECTION KEY RELATIONSHIPS	
<i>People and organisations both inside and outside of the company that this position would be required to manage relationships with</i>	
Internal	External
<ul style="list-style-type: none"> • Foundation North staff • Foundation North Trustees • CSI 	<ul style="list-style-type: none"> • Foundation North grantees and applicants • Community organisations • Sector organisations, including local and central government • Other funders

Position in Organisation:

