

JOB DESCRIPTION

Position Title	Director, Strategy and Innovation	Level	E
Reports to (role)	Executive Director		
Team	Executive Team		
Location	Telethon Kids Institute, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

STRATEGIC CONTEXT

The Telethon Kids Institute is headquartered within the Perth Children's Hospital, and is one of the largest, and most successful medical research institutes in Australia, comprising a dedicated and diverse team of around 1,000 staff, students and honoraries.

At Telethon Kids, our vision is simple - **HAPPY HEALTHY KIDS**. We bring together community, researchers, practitioners, policy makers and funders, who share our mission to improve the health, development and lives of children and young people through excellence in research.

We commit to build on our success as a research institute that makes a real difference not only in our community, but for children and families around Australia and globally.

As an Executive Team we strive to foster a constructive culture that enables excellence and achievement, maintains personal integrity, is supportive of growth and learning and puts cooperation with others at the forefront of how we work.

The Institute is a complex, innovative and skills-intensive enterprise. As a result, our most senior leaders are expected to coordinate disparate and specialized knowledge, match the Institute's problems with people who can solve them, and empower and inspire staff through effective communication. Executive team members leverage both their people and technical skills to overcome challenges, capitalise on opportunities and work cohesively to deliver on our strategy.

POSITION IMPACT

The Strategy and Innovation Portfolio provides strategic leadership, advice and planning to ensure the effective development and delivery of key whole of Institute priorities and projects. The portfolio leads critical areas of work where cross-functional inputs and actions are required, particularly for transformational projects driving innovation and change as well as the Institute's strategic planning cycle

The Director of Strategy and Innovation provides strategic advice to the Executive Director, Executive and the Board on strategy, planning and stakeholder engagement /across key priorities and projects. Together with Executive, the role identifies current and emerging issues for the Institute and provides advice, develops and manages high profile projects, and is accountable for the development and management of consultation, planning, finances, and suppliers/partners for portfolio projects. All of these activities require close coordination with the responsible individuals and teams across the Institute, whether in professional services, program management or research teams. The Director of

Strategy and Innovation undertakes a key leadership and engagement role, developing and maintaining effective senior relationships across the Institute, sector and with key project partners. The role requires the application of business acumen, strong leadership, professional knowledge and personal judgement to a variety of dynamic and complex demands.

The Director Strategy & Innovation leads the Project Management and Innovation and Commercialisation offices. The Director will strengthen the Institute’s approach to strategic, change and project management as well as ensuring our innovation and commercialisation strategy, support and training are continually strengthened.

KEY RELATIONSHIPS

INTERNAL:

- Executive Director
- Director Research (Deputy ED)
- Director Partnerships & Engagement
- Chief Operating Officer
- Director First Nations Strategy and Leadership
- Chief Financial Officer
- Chief of Staff
- General Counsel
- Theme Heads
- Head of People & Culture
- Head of Research Services
- Chief Technology Officer
- Head of Brand & Strategic Communication
- Head of Government Relations
- Head of Development
- Head of Kulunga

EXTERNAL (in collaboration with relevant internal leaders):

- Partner and other research organisations
- Partner and other health services
- Partner and other collaborating organisations
- Community based and other not for profit organisations
- State and Federal Governments
- Vendors, consultants and suppliers

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Executive Leadership	<ul style="list-style-type: none"> • Strategic focus. Proactively balance risk and innovation, anticipate future needs and opportunities, and seek to ensure the Institute’s sustainability. • Collective approach. Take an institute-wide view taking time to model ways to break down silos; collectively develop solutions to problems; build partnerships and coalitions; and prioritise the interests of the Institute over self. • Executive interactions. Demonstrate mutual respect and collaboration that builds trust and 	<ul style="list-style-type: none"> • Achievement of strategic objectives. • Constructive workplace culture. • Retention of valued staff. • Formal and informal feedback from internal and external stakeholders. • Customer service / satisfaction formal evaluation.

	<p>leverages differences in perspective to sharpen outcomes for whole team.</p> <ul style="list-style-type: none"> • Promote Safety. Enhance knowledge of physical and psychosocial hazards, actively address safety challenges and positively influence behaviour. • Constructive culture. Create a positive work environment and culture to foster high achievement, personal confidence and integrity, learning and growth and cross-functional collaboration. • Commercial awareness. Develop a deep understanding of how the Institute and financial model operates – as well as how medical research works – to ensure sensible decisions that support healthy finances, research excellence and positive community outcomes. • Leading people. Design jobs to ensure roles and responsibilities are clear, seek to optimise job security (tenure aligned to funding as a minimum), support growth and staff development, encourage open communication and conflict resolution, and recognise outstanding behaviour and achievements. 	<ul style="list-style-type: none"> • Employee engagement.
<p>Technical Excellence</p>	<ul style="list-style-type: none"> • Portfolio/Project/Program/ Management – demonstrates key project planning, management and evaluation skills that are critical to effective project delivery. • Strategic Planning & Execution – setting strategic goals and determining actions to achieve the goals while focusing resources to executive project delivery. This role will also coordinate the strategic planning cycle of the Institute and work with senior management to ensure reporting against its progress. • Innovation – Provide support to Executive and other senior managers to implement changes in approaches, methods, products, and processes to enhance competitiveness and improve organisational efficiencies. • Commercialisation – Ensure high quality and proactive support for commercialisation activities in line with the Institute’s Commercialisation strategy.. 	<ul style="list-style-type: none"> • Achievement of key strategic projects • Cohesive cross-functional work planning • Alignment of resources and funding to key strategic priorities • Delivery of an effective whole-of-Institute project management function • Delivery of measurable outcomes of the Innovation and Commercialisation business plan

	<ul style="list-style-type: none"> • Stakeholder Engagement – Work closely with leaders in all relevant areas of the Institute to ensure coordination in engagement with internal and external stakeholders. Communicate and engage effectively with all stakeholders and develop strong relationships. • Advocating for Change – Identify and understand the value of change. Demonstrate resilience and a positive and proactive attitude towards change. • Ability to problem solve – Apply critical thinking to solve problems, explain root causes and evaluate solutions. • Data & Information Analysis – Analyse and interpret information to deliver valuable and innovative insights; while understanding the ‘heat map’ of change and work volume facing the Institute. • Horizon scanning - Undertake longer term thinking and provide high level strategic advice to the Executive and senior leadership on new opportunities and emerging planning and policy issues • Reporting - Provide timely advice, including regular management and Board reports and updates, on performance against strategy and key strategic initiatives • Oversight of portfolio teams – Build and manage an effective and efficient Project Management Office, and oversee the Innovation and Commercialisation office. Ensure that both offices work cohesively to deliver on new strategic initiatives along with the effective implementation of the Institute’s innovation and commercialisation business plan. 	
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JOB REQUIREMENTS

<p>Qualifications:</p>	<ul style="list-style-type: none"> • A tertiary qualification relevant to the health, community services or research sectors or in business management, public administration, or equivalent, is highly desirable.
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Experience:	<ul style="list-style-type: none"> • At least 5 years' experience in a leadership role developing and driving organisation wide strategy, projects and transformation. • A sound understanding of the medical research sector and the associated opportunities for growth (Desirable)
Essential Requirements:	<ul style="list-style-type: none"> • Leadership: experience translating organisational strategy into meaningful long-term plans and objectives; motivating others to foster growth and strong values and deliver against organisational goals. • Relationships: excellent skills in developing and maintaining relationships with a range of internal and external stakeholders (individuals and organisations). • Environmental scanning: demonstrated ability to look for new opportunities through understanding of social, economic and political trends that may affect the child medical research and allied sectors. • Strategy development and execution: experience planning, maintaining and delivering organisation wide strategy and strategic plans • Project/portfolio management: extensive experience leading, tracking and delivering strategic projects that have varied project owners / sponsors, complexity and stakeholders. • Innovative and critical thinking: ability to identify, strategies, develop, and drive transformative initiatives and champion the role of innovation by aligning overall business strategy with innovative thinking.

DIRECT REPORTS	Head of Innovation (existing position) Senior Manager Project Management Office (proposed position)
Approved by:	Executive Director
Date approved:	2 November 2022
Reviewed by P&C:	7 November 2022