



Position Title: Program Lead (Growth and Innovation)	Entity: Independent Living Assessment Inc (iLA)
Reports to: Growth and Innovation Manager	No of Direct Reports: 0
Industrial Instrument / Job Level: Common Law Contract - Tier 4 Professional	Primary Location: East Perth
Position Requirements	
<p>Primary Purpose</p> <p>Independent Living Assessment (iLA) is committed to its purpose of enhancing health and wellbeing by connecting the community with trusted knowledge and expertise. Our vision is to promote a community in which participation, living independently and inclusion are valued and supported. As an organisation, iLA has a strong focus on building its capacity to innovate and grow through its funded programs and other new initiatives.</p> <p>In consultation with the Innovation and Growth Manager, this role will support the start-up and delivery of new pilot initiatives focused on strengthening and advancing iLA and its programs. This role will involve internal and external- facing activities.</p>	
<p>Key Accountabilities/Responsibilities</p> <p><u>Health Safety Wellbeing & Environment</u></p> <ul style="list-style-type: none"> • Demonstrate leadership in, role model and comply with all health, safety and hygiene policies, systems, and OH&S legislation to maintain an appropriate working environment. • Ensure all incidents, accidents, injuries, hazards, or property damage are reported and managed. Identify and implement safety improvements working collaboratively with the Work Health and Safety program. • Contribute to developing and nurturing a culture that supports wellbeing. <p><u>Functional</u></p> <ul style="list-style-type: none"> • Partner with the business to support new and existing projects and initiatives that improve iLA's organisational capability, sustainability, quality, and performance. • In collaboration with the relevant iLA teams, develop new project initiatives that support healthy ageing in the community including testing, evaluating, and producing any associated resources. • Lead existing working groups across research, co-design, and impact evaluation initiatives to support achievements of stated deliverables. • Network and engage broadly across the sector to identify pipeline opportunities. • Develop, deliver, and evaluate the pilot programs with partner organisations. • Develop, evaluate, and report on project plans and outputs in consultation with management. • Coordinate and contribute to developing tenders and grant submissions. • Contribute to professional publications, educational materials and research undertaken by the organisation. • Represent iLA at conferences, seminars, workshops, expos, and other forums. • Keep informed of sector reform and updates and share this information in a clear and concise manner to the team, broader organisation and relevant internal and external stakeholders. • Manage communication of progress/status within the core team (internal and external) and escalate issues, as necessary. • From time to time, undertake other reasonable duties as requested by your manager. <p><u>Strategic</u></p>	



- Contribute to, and demonstrate by example, the vision, mission, and values.
- Maintain a strong network across the industry and relationships with suppliers, regulators, customers, and other external stakeholders.
- Identify and implement improvement opportunities within iLA and participate in continuous improvement of the wider organisation by recommending sensible changes and communicating issues that may affect the organisation.
- Contribute to driving and enhancing long term organisational sustainability and performance.
- Lead, participate and/or engage in all activities that relate to Group strategic initiatives and key issues.

People & Culture

- Participate actively, and work closely and constructively, with colleagues in the Innovation and Growth team to deliver integrated business outcomes.
- Ensure cultural optimisation through engaging in fit-for-purpose cultural programs and embedding these within the Group.
- Role model positive leadership to employees.
- Respect and value the diversity of the workforce by helping to prevent and eliminate discrimination in the workplace.
- Manage resource requirements to ensure appropriate coverage within approved budget.

Budgeting & Administration

- Manage and report monthly on performance against budget if required.
- Develop, manage, and report on functions of responsibility.
- Meet revenue and activity based KPI's.
- Participate in annual business planning and group budgeting as required.
- Ensure delivery of services and support within agreed budgets.
- Ensure all operational and administrative processes are undertaken in accordance with established policies and procedures.
- Ensure all documentation and associated processes are maintained and accessible in appropriate formats and designated locations.

Key Performance Indicators & Measures

Indicators of effective performance in the position. KPI's are to be SMART goals. They are identified in the PDR to be specific to the individual teams and the position in a specified point in time. .

Key Relationships

Key positions or groups with whom the individual will interact to perform the work of the position.

Internal

- Executive team
- Leadership team
- All other teams in the organisation

External

- Customers and key stakeholders
- Sector peers/competitors
- Peak bodies
- Government representatives and departments
- Consultants and advisors

Key Behaviours

Behavioural competencies or 'behaviours' are effectively attributes we display as we carry out our work, and 'how'. Below identifies **KEY** competencies (**6-12 key to the role**) integral to the success of this position and the organisation. For this job classification level key competencies critical for success will be primarily be in Operational Behaviours.

[Strategic Behaviours](#)

[Leadership Behaviours](#)

[Operational Behaviours](#)

<input checked="" type="checkbox"/> Aligning Performance for Success <input type="checkbox"/> Analytical Thinking <input type="checkbox"/> Critical Thinking <input type="checkbox"/> Building Strategic Working Relationships <input type="checkbox"/> Change Management <input checked="" type="checkbox"/> Innovation & Creativity <input checked="" type="checkbox"/> Leading through Vision & Values <input type="checkbox"/> Strategic Decision Making	<input type="checkbox"/> Adaptability/ Agile Approach <input type="checkbox"/> Building Customer Loyalty <input checked="" type="checkbox"/> Building Partnerships <input type="checkbox"/> Leading the Team – people centric <input type="checkbox"/> Coaching/developing others <input type="checkbox"/> Delegating Responsibility <input type="checkbox"/> Decision Making <input type="checkbox"/> Information Monitoring <input type="checkbox"/> Influencing /Negotiation <input type="checkbox"/> Managing Conflict <input checked="" type="checkbox"/> Project Management <input type="checkbox"/> Digital capability <input type="checkbox"/> Business Acumen <input type="checkbox"/> Growth mindset <input type="checkbox"/> Stakeholder engagement <input type="checkbox"/> Stress Tolerance/Resilience	<input type="checkbox"/> Applied Continuous Learning <input type="checkbox"/> Marketing & Comms <input type="checkbox"/> Build Trust <input type="checkbox"/> Communication <input type="checkbox"/> Client Liaison <input checked="" type="checkbox"/> Demonstrates Initiative <input type="checkbox"/> Energy <input type="checkbox"/> Formal Presentation <input checked="" type="checkbox"/> Gaining Commitment <input type="checkbox"/> Legislative & Industry Standards <input checked="" type="checkbox"/> Organisation & Self -Management <input checked="" type="checkbox"/> Quality & Work Standards (including clinical or/ and technical) <input checked="" type="checkbox"/> Results Focused <input type="checkbox"/> Safety & Environmental Excellence <input type="checkbox"/> Teamwork <input type="checkbox"/> Tenacity
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General Assessed

Impact	Technical / Professional Knowledge	Job Fit	Organisational Fit	
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Work Related Requirements

Knowledge & Skills (Social, Personal & Technical) & Equipment

The knowledge necessary to effectively perform in the position. Specific skills or equipment that the person needs to be able to use. Personal attributes/qualities that are important to the success of this position

- Demonstrated experience with project management and delivery and working across innovative initiatives, building capabilities and meeting set deliverables.
- Knowledge, experience and understanding of research best practice and outcomes evaluation.
- Current understanding of the community care sector in particular aged care reforms and the application of ageing well strategies.
- Demonstrated experience and proficiency with Information technology, client data base, and office suite applications.
- Experience using project management tools/software.
- Demonstrated high level of verbal and written communication skills.
- Experience in the preparation and presentation of professional resource materials.
- Strong judgement skills, a community-building growth mindset, capability to build relationships and partnerships, effectively negotiate and influence others.
- Ability to liaise with senior leaders and key stakeholders both internally and externally.
- Ability to manage a diverse portfolio, prioritise and meet deadlines, sometimes working with incomplete information or managing conflicting issues in a professional manner.

Work Experience

The type and extent of previous work experience that is necessary to perform in the position



- Role/s in similar position and/or industry, with exposure to most of the functional areas encompassed by this role.
- Demonstrated success in contributing to innovation, entrepreneurship, or/and project delivery.
- Operational and/or change management experience.

Clearances, Licences or Registrations

Police Check <input checked="" type="checkbox"/>	WWC <input type="checkbox"/>	Covid-19 Vaccinations <input type="checkbox"/>	AHPRA <input type="checkbox"/>	NCCHC <input type="checkbox"/>	Drivers Licence <input checked="" type="checkbox"/>	Other (specify) <input type="checkbox"/>
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Qualifications

Degree qualification is relevant disciplines (or) significant relevant industry and positional experience. Relevant post graduate qualification (i.e. education, health, aged care).

Extent of Authority

Authority to act within the scope of your position to perform the objectives and requirements of your position as identified within this Position Description and as directed by your Leader. The extent of the authority may alter from time-to-time at the direction of your Leader.

Prepared & Approved By: Kristy Harper, Andrea Morris & Lisa Karabin

Date Reviewed/Modified: 13/01/2023

*All PDs should be sent to P&C for approval and uploading to sharepoint

Related Documents: **PD Work Instructions, Behaviours Guide**

Risk Assessed Role (NDIS Worker Screening Check) No not required

Date the role was assessed: 1/02/2022 Assessed By: Lisa Karabin, People & Culture Manager

*Will depend on the role