



Position Overview

Position Title	Innovation Coordinator
Business Unit	People, Culture & Safety
Remuneration Type	Indoor EA Level 5
Reports to	Continuous Improvement Manager
Direct Reports (role)	Nil
Location (s)	Flexible
Success Profile	4.3 Improvement Role Success Profile
Delegation Level	N/A
Total operating expenditure budget	N/A
Total capital expenditure budget	N/A
Total revenue / sales	N/A
Total payroll budget	N/A

Our Values



INNOVATION

We seek new ways of doing things better



HONESTY AND INTEGRITY

The work we do is always and only in the best interests of our customers, stakeholders, community and the environment



RELIABILITY

We mean and do what we say



ONE TEAM

No one succeeds at the expense or exclusion of others



EFFICIENCY

We don't waste time, money or effort



SAFETY

We think, walk and talk safety every day



Behavioural Capabilities



SAFETY

I work safely, and encourage my team members to do the same



AGILITY

I seek new and better ways of doing things



CUSTOMER CARE

I consider how customers are affected by my work



COLLABORATION

I am a team player – we are better together



ACCOUNTABILITY

I mean and do what I say

Position Purpose

This role is part of the Continuous Improvement Team which works as a key collaborator and integrator across the whole business, including; maintaining the corporate policy, process and procedural framework; providing governance and oversight of quality, and driving innovation and continuous improvement. This role manages Innovation software, liaises with key innovation stakeholders and external parties, supports Subject Matter Experts in pitching ideas and facilitates innovation trials, reports on innovation, and is a central point for innovation at Unitywater.

Position Accountabilities

Key functions of the role include:

- Review and update Unitywater's Innovation Model as required to maintain alignment with Corporate Strategy.
- Develop and implement Unitywater's Innovation Plan and associated action plans, ensuring project portfolio alignment with strategic direction.
- Coordinate and oversee innovation operations ensuring visibility and coordination over organisational wide innovation and improvement activities including logging Proof of Concepts with the EPMO.
- Provide a central point of oversight for the innovation process supporting collaboration between functions and ensuring best practice.
- Develop and continuously improve innovation operations, policies and practices.
- Represent Unitywater at innovation forums/workshops, this also includes engaging with internal and external parties to further Unitywater's innovation interests, expertise and involvement in innovation programs that align to Unitywater's corporate strategy.
- Coordinate and act as key contact for internal contacts and external innovation research bodies and member channels supporting technical water/wastewater innovation, understand the funding environment, and the broader national innovation research context.



- Engage with Universities, research centres and other stakeholders to identify and pursue collaborative research opportunities
- Manage, coordinate and report, as required, on innovation trials and projects including budget, schedule, quality and stakeholder management (projects with lower level of complexity).
- Provide support to SMEs on pitches and trial updates and developing and coordinating reporting on innovation progress.
- Promote and coordinate innovation activities to develop a culture of innovation, deliver value for the business, and foster internal and external collaboration.
- Coordinate and deliver innovation events and promotional activities.
- Manage and operate the Innovation software, including support and progression of innovation ideas, systems administration, and liaising with vendors and IT systems support
- Source and coordinate online Challenges through the innovation software.
- Participating in Unitywater safety audits and inspections to demonstrate visible safety leadership and participation.
- Such other relevant duties as required from time to time which would generally fall within the skill and knowledge requirements for this position.

Key Relationships

Key working relationships internal and external to Unitywater are:

- Head of Wellbeing and Continuous Improvement
- Wellbeing & Continuous Improvement Branch
- Continuous Improvement Manager
- Executive Managers across Unitywater
- Domestic and International water utilities (including water research organisations)
- Key stakeholders across Unitywater



Capability Requirements

The requirements for the position are:

- Tertiary qualifications within a relevant field (e.g. innovation, environment, science, business) would be an advantage, but not an essential.
- Demonstrated experience in coordinating Innovation activities within a utility would be well regarded.
- Ability to develop innovation model and plan, aligned to the organisations strategic direction and to deliver within a complex organisation.
- Demonstrated knowledge of the broader national research and innovation context. Demonstrated experience in the implementation and coordination of innovative approaches across multiple business functions and activities.
- Experience in administering innovation systems and tools (e.g. Brightideas)
- Demonstrated high level written and verbal communication skills and the ability to effectively engage and manage stakeholders, including report writing
- Capacity to develop goals, plans, systems and projects to achieve objectives and aspirations.
- Ability to prioritise tasks, monitor workflows and identify where improvements could be made to optimise the work across the Team.
- Maintain a high degree of agility in getting buy-in by leaders and business units
- C Class Driver's Licence is mandatory.