

Job Description

Job Title	Innovation Project Coordinator
Competency family	Technical
Reports to	Group Manager, New Business & Marketing
Direct report/s	Nil.

Job Purpose

This new role is responsible for the development and implementation of policy and processes that support the generation and sale of Abley packaged solutions. You will also manage the development of packaged solutions as they flow through the process from idea generation through to commercialisation.

A highly visible role, you will work alongside colleagues within the New Business and Marketing team and engage widely within the organisation to as well as with external suppliers, contractors, and clients.

This role requires excellent self-management and the ability to understand the complexities surrounding product development and how they can be implemented within the Abley workplace.

Key Relationships

Position	Nature of Relationship
Line Management	Reporting line to Group Manager, New Business & Marketing
Clients	Delivery services to
External	Dependent of nature of relationship
Wider team	Support and deliver services to
Support services	Provide and receive information

Key Accountabilities

Leadership	<ul style="list-style-type: none"> • Cultivate the tone of innovation within the company. • Be a champion and model exemplar behaviours. • Ensure company policies are followed to fulfil the company's legal and business obligations. • Create and sustain a culture of innovation and enablement, underpinned by, and expressing the culture of the organisation. • Contribute to, and support, the company's strategic direction.
Innovation	<ul style="list-style-type: none"> • Search out and identify internal opportunities to create packaged solutions. • Understand the capability of our partner tools and how they are best coupled with our evolving skills to leverage the power of both. • Undertake regular industry scans regarding new trends in data, software or other tools. • Maintain a register of packaged solution opportunities. • Encourage others to always be seeking the intersection between their own work and how that may be leveraged with our data and digital transformation tools to create value for clients and us. • Identify opportunities to enhance, either through efficiency, efficacy or effectiveness the data we hold or can obtain to add value to client needs. • Identify opportunities to enhance, either through efficiency, efficacy or effectiveness of existing processes that Abley, our clients or selected industries undertake.

	<ul style="list-style-type: none"> Identify opportunities to enhance processes our clients or selected industries undertake through the provision of custom software development.
Project Management	<ul style="list-style-type: none"> Develop project plans for the delivery of packaged solutions. Extract clarity from ambiguity by working with potential clients, industry leaders or colleagues to create requirements. Project milestone and budget tracking, reporting and oversight experience Confident working with various apps and software such as - MS PPT, MS Excel, Adobe Suite, and tools such as CRM / project management software. Experienced with productivity and project management tools like Planright, MS Project or other related applications. Scheduling research sessions, workshops, client meetings and events.
Product Development	<ul style="list-style-type: none"> Front-end innovation strategy and opportunity identification. Insight, ideation, prototyping and testing. Working with others to develop detailed product, service and brand design. Working with others to launch products to market.
Business Development & Marketing	<ul style="list-style-type: none"> Work with others to identify market needs and trends and how our organisation may best meet a need. Promote our packaged solutions to external organisations and industries Share your specific knowledge and skills as well as the knowledge within the organisation to a wide audience. Engage with and win new clients through effective stakeholder communication and engagement. Connect with industry peers and promote the company. Prepare Pitch Decks to bid for funding. Present externally on matters within your area of expertise. Identify opportunities for selling packaged solutions and pitch to clients about our technical capability.
Quality Assurance	<ul style="list-style-type: none"> Act as a reviewer of work to ensure that a high level of integrity is maintained. Ensure that work is delivered to a high technical standard.
Information Sharing	<ul style="list-style-type: none"> Disseminate policy and process for the development of packaged solutions internally and with external parties as appropriate Present packaged solutions internally to demonstrate progress, success, lessons learnt or anything else that enhances the value of packaged solutions within the organisation. Ability to explain the value of an idea to people regardless of their technical ability

Qualifications / Training

	Required	Desirable
Diploma, Undergraduate or Postgraduate Degree appropriate to industry or equivalent	✓	
Technical certifications		✓
Professional registration		✓
Scrum qualification		✓

Experience and Skills

	Required	Desirable
Excellent communication skills, both verbal and written	✓	
Commitment to deliver quality outcomes for clients	✓	
Understanding of Agile practices		✓
Have experience of a start-up or similar lean process		✓
Have experience of commercialising products or services		✓
Have experience or qualification in project management		✓

Competency ¹

Leadership <ul style="list-style-type: none"> • People • Projects • Culture • Strategy 	Professional or above Professional or above Professional or above Professional or above
Core <ul style="list-style-type: none"> • Passionate • Professional • Innovative • Quality • Connected 	Professional or above Professional or above Professional or above Professional or above Professional or above
Professional <ul style="list-style-type: none"> • Knowledge • Decision-making • Communication 	Professional or above Professional or above Professional or above

¹ – refer to competency framework and specific competency family for specific competency description.