iLA

Position Title: KeepAble Project Lead	Entity: Independent Living Assessment Inc (iLA)
Reports to: KeepAble Program Manager	No of Direct Reports: 2-5
Industrial Instrument / Job Level: Common Law Contract - Tier 4B Specialist	Primary Location: East Perth / hybrid

Position Requirements

Primary Purpose

This role will lead and coordinate the project expanding our KeepAble offering – and will be a critical part of the project's success. It will lead the expansion of our offerings, which will include the acceleration of content development, community engagement, and working with digital partners to implement a rapid UX enhancement program.

The role will coordinate with similar projects within iLA to ensure timely and efficient outcomes are achieved. Working alongside the Program Manager and project team they will oversee progress to make sure the project reaches its goals.

Key Accountabilities/Responsibilities

Health Safety Wellbeing & Environment

- 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.

Functional

- Work with the Program Manager and other key stakeholders (including staff leading work in the KeepAble Transformation Project) to develop, communicate, and implement the vision, strategy, and roadmap for the expansion of KeepAble
- Manage the delivery of project initiatives and enhancements, including working with external vendors
- Align and coordinate across the KeepAble Expansion and Transformation project streams ensuring projects work collaboratively to achieve shared goals
- Develop and implement internal processes to enable us to accelerate content development
- Identify and understand issues, problems, and opportunities related to the project and problem-solve these with the Program Manager, focusing on solutions and ways to mitigate risks.
- Report and recommend on delivery timelines, scope, and budget requirements to ensure project stakeholders are consistently informed
- Nurture and support project team members, enabling them to do their best work

Operational & Strategic

- 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
- Contribute to the creation and implementation of the Group's overall long-term strategy and annual business plans (i.e. think strategically about the group and 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

- Identify and implement improvement opportunities and participate in continuous improvement of the wider organisation by recommending sensible changes and communicating issues that may affect the organisation
- Leads and sponsors change and ensures business changes are embedded and benefits realised to their full potential

People & Culture

- Participate actively, and work closely and constructively, with Executive, Peers and Leadership Team to deliver integrated business outcomes
- Demonstrate collaborative leadership across the organisation to contribute to ensuring 'one organisation' where multifunctional team performance is optimised
- Creates a culture and environment that embraces change and where change is seen as 'business as usual'
- Provide specialist and/or team leadership for employees and volunteers to enable them to achieve their individual and organisational objectives
- Establish, monitor and evaluate KPIs for direct reports and ensure their knowledge and skills are grown through appropriate training and development opportunities
- Ensure relevant strategic and business imperatives are reflected in plans for direct reports, with performance monitored and managed accordingly, and appropriate training and development opportunities provided
- Ensure cultural optimisation through implementing and engaging in fit-for-purpose cultural programs and embedding these within the group, including being a leading champion.
- Encourages others to seek opportunities for different and innovative approaches
- Respect and value the diversity of the workforce by helping to prevent and eliminate discrimination in the workplace
- Recommend employment condition changes in line with current and changing policies and procedures
- Manage resource requirements to ensure appropriate coverage within approved budget

Budgeting & Administration

- Manage and report monthly on performance against budget
- Develop, manage and report on functions of responsibility
- Meet activity based KPI's
- 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	External
• Executive team – iLA General Manager	• Sector peers/competitors
• Leadership team – iLA Managers and Leads	• Peak bodies
• Indigo Digital Services Team	• Government representatives and departments
• All other teams in the organisation	

	• Consultants and advisors
	• Agencies and vendors

Key Competencies/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 Leadership & Operational Behaviours.

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

General Assessed

Impact	Technical / Professional Knowledge	Job Fit	Organisational Fit

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

- Capability to build relationships, effectively negotiate and influence others
- Implement change management activities, to achieve successful outcomes
- Ability to liaise with senior leaders and key stakeholders both internally and externally
- Ability to think and act strategically, exercising sound judgement
- Ability to prioritise and meet deadlines, sometimes working with incomplete information
- Networking, influencing and relationship building skills
- Sound understanding of customer relationship management

Work Experience

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

- A minimum of three years experience leading, coordinating, or managing projects

- Proven leadership skills with ability to achieve business outcomes within defined timeframes and budgets.
- Experience with or exposure to the aged care and/or disability sector (desirable)

Clearances, Licences or Registrations

Police Check or NDIS check (role dependent) ☒	WWC ☐	AHPRA ☐	NCCHC ☐	Drivers Licence ☐	Other (specify) ☐

Qualifications

Relevant degree qualification and/or significant relevant industry and positional experience is required.

Project management qualification or certification would be well regarded.

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: Click or tap here to enter text.

Date Reviewed/Modified: 17/06/2022

*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) Choose an item.

Choose an item.

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

Will depend on the role