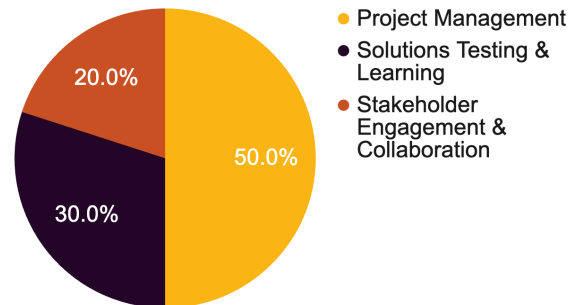


WHO YOU ARE

What is your role?	Project Manager, Innovation
What team are you in?	Innovation Team
Who do you report to?	Head of Strategic Initiatives
Who are your key liaisons?	Innovation team, internal teams, providers, people with disability

Key Areas of Focus



YOUR PURPOSE

To help turn complex housing and living challenges into practical, evidence-informed projects that improve outcomes for people with disability and deliver value for money. Taking projects from scoping through to testing, implementation and review, bringing structure, collaboration and momentum to ambiguous work.

SUMMER'S WHY & HOW

Our Belief

People with disability with high support needs can and should have meaningful choice about where they live, who they live with and how they are supported.

Our Purpose

We turn evidence into action by creating bold, practical and affordable solutions in housing and support that empower people with disability with high support needs to live with dignity, choice and connection. We share what works, so everyone can help build a more inclusive future.

Our Values

Be bold and continue to learn: We embrace complexity & overcome challenges through experimentation and determination.

Amplify others: We amplify others through empathy, connectedness and recognition.

Obsessed with Impact: We value impact over process and measure outcomes rather than inputs.

Lived Experience at the centre: We exist to deliver better outcomes for people with disability.

WHAT YOU NEED TO SUCCEED

- Experience managing projects from scoping through to implementation and review.
- Strong project management skills across planning, budgets, risks, timelines and reporting.
- Strong analytical and problem-solving skills, with the ability to understand unfamiliar issues and make sense of incomplete information.
- Confidence working in ambiguity and bringing structure and momentum to emerging work.
- Strong stakeholder engagement and communication skills, with the ability to build trusted relationships and collaborate with a range of people.
- Experience contributing to business cases, financial or commercial analysis for new services or initiatives.
- Relevant qualifications in project management, public policy, business, health, social sciences or a related discipline.
- Knowledge of government, the NDIS, disability, health or housing systems is valuable, but isn't essential.

KEY FOCUS AREAS

Key Focus Area	Key Success Indicator
Project Management	Projects are managed from scoping through to implementation and review through clear planning, strong coordination and proactive management of risks, resources and priorities.

Solutions Testing & Learning	Emerging ideas and potential solutions are tested in practice and refined through learning to inform clear recommendations and next steps.
Stakeholder Engagement & Collaboration	Stakeholders are meaningfully involved, bringing together lived experience, relevant expertise and perspectives to inform project decisions and maintain alignment.

THE ROAD TO IMPACT

Project Management – 50%

- Manage the delivery of defined innovation projects from scoping through to implementation and review.
- Develop and maintain project plans, budgets, timelines, risks, issues, actions and reporting.
- Manage and coordinate across providers, partners, consultants and internal teams to keep projects moving.
- Prepare project briefs and updates for senior leaders and governance groups.
- Monitor project budgets and financial assumptions.
- Anticipate what is needed, resolve issues where possible and escalate at the right time.
- Coordinate work to turn agreed ideas and recommendations into practical action.

Solutions Testing & Learning – 30%

- Work collaboratively with others to identify root causes, barriers and opportunities and potential solutions.
- Work with others to shape and progress practical solutions, bringing together the evidence and expertise needed to understand what will work in the real world.
- Contribute to business cases, financial models and commercial analysis for new services and initiatives.
- Support the testing of potential solutions using a practical test and learn approach
- Bring together evidence, analysis and learning to inform clear recommendations and next steps.

Stakeholder Engagement & Collaboration– 20%

- Build trusted relationships with people with disability, families, providers, government representatives, partners and internal teams.
- Coordinate and support project discovery, consultation and engagement activities, working with relevant subject matter experts as needed.
- Ensure engagement is accessible, respectful and informed by lived experience.
- Bring people together to share expertise, work through issues and maintain alignment as projects progress.
- Present project findings, options and recommendations clearly to different audiences.
- Ensure stakeholder perspectives and feedback are captured and considered throughout the project.

Team Culture – 100% OF THE TIME!

- Embrace organisational values and contribute to culture
- Share ideas and innovative concepts to support Summer Foundation's purpose
- Thrive on a challenge and embracing the unknown
- Ensure impeccable delivery of work on all occasions
- Support team members to achieve great outcomes and impact
- Seek opportunities and committing to continuous development and self-improvement
- Contribute to a safe and healthy working environment for all

MAKE THE MOST OF YOUR JOURNEY AT SUMMER FOUNDATION!