

ROLE DESCRIPTION / STRATEGIC LEAD

ROLE PURPOSE AND OVERVIEW:

The Strategic Lead is responsible for the strategic direction of the Lab and on-going strategic decisions that need to be made through the Lab implementation. They also manage the convening client(s) relationship(s) and are responsible for contract negotiations and management.

- Proposing and adapting the strategic direction of the Lab
- Leading the Lab delivery team (10-20 people)
- Engaging appropriate stakeholders in strategy development and strategic decision making
- Managing relationships among convener(s) including contracts, partnership agreements, and health of relationships
- Identifying risks and opportunities to the Lab
- Communicating vision, direction and strategy to internal and external stakeholders
- Integrating on-going learning and evaluation feedback into overall direction of Lab
- Managing workable budgets, work plans and high-level timetables
- Collaborating with Product Owner, Project Manager/ Scrum Master, Convener Team Operations Lead, Convener Team Lab Owner(s) and Champions
- Managing delivery quality
- Adjusting and managing shifting needs of stakeholders throughout Lab ecosystem
- Holding overall accountability for Lab Delivery and outcomes
- Influencing, advocating and communicating about the Lab externally

- Ability to identify strategic needs of the Lab
- Ability to lead all aspects of strategy and planning
- Ability to influence diverse and multiple stakeholders
- Ability to create and maintain strong interpersonal relationships and successfully managing relationship-

ACCOUNTABILITIES /

ONGOING ACTIVITY EXPECTED FROM THE ROLE

FUNCTIONAL CAPABILITIES /

CAPABILITIES REQUIRED TO ENACT THE ROLE

building dynamics and processes

- Ability to present and communicate Social Labs approaches and practice
- Ability to lead, manage and mentor with high integrity
- Ability to inspire others
- Ability to navigate large and complex organizations, including gaining access to key executives and stakeholders
- Ability to manage multiple initiatives in an entrepreneurial environment
- Ability to articulate benefits of a Social Labs approach to complex challenges
- Ability to provide budget and cashflow forecasting
- Ability to provide strategic overview of financial situation given Lab strategy and direction
- Ability to plan for short- and long-term financial needs of the Lab
- Ability to adapt budgets and planning at short notice

TECHNICAL CAPABILITIES / CAPABILITIES ENCOURAGED, BUT CAN BE TRAINED ON THE PROJECT IF NEEDED

AGILE	Knowledge and ability to use Agile as an iterative project management modality working in sprints and rapid cycles.
DOCUMENTATION	Knowledge and ability to use shared protocols, processes and practices for capturing information and learning.
STAKEHOLDER RELATIONS/ CUSTOMER SERVICE	The ability to work with a multi-stakeholder system, different perspectives, and ability to communicate effectively with the variety of stakeholder groups across the system.
PROTOTYPING	Knowledge and ability to create and build products using, rapid cycles, testing, and customer validation.
DESIGN	Knowledge and use of basic formatting, shared documentation standards, presentation of information, fonts, logos, templates, etc.
COMMUNICATIONS	Knowledge and ability to use multiple communications channels (print, video) storytelling, and narrative generation.
IT SYSTEMS	Ability to use social media (Twitter, Facebook), project management platforms (Trello, Slack) and other systems as required.



CORE CAPABILITIES / BASE LEVEL OF THESE CAPABILITIES IS REQUIRED TO FULFILL THE ROLE

SELF-AWARENESS	The ability to be conscious of one's own character, feelings, capabilities, motives, and desires. It includes awareness of how you are perceived by others and the impact you have on others.
CREATIVITY	The ability to be effective and produce results with patience, bravery, imagination and flexibility in the face of complexity and uncertainty.
COLLABORATION	The ability to reach mutual understanding and connection by exchanging information, ideas and feelings- especially across differences. It includes the ability to create and share meaning and produce collective results.
POWER AND SYSTEMS	The ability to understand how systems function and to perceive the role and impact of power within systems.

This role is present throughout the Lab from beginning until completion. It is approximately 16 hours per week, with an average of 80 hours per month.

ESTIMATED TIME COMMITMENT/
HOURS PER WEEK OR MONTH

5-10 years strategy, management and leadership experience.

EXPERIENCE