

Job description

Job title	Assistant Director, Design and Innovation
Department	Department of Design and Innovation
Location	London, UK
Reporting to	Director, Design and Innovation
Responsible for	TBC
Liaison with	Department of Design and Innovation Staff, Technical Department, New Business and Partnership, Options' Directors
Hours	Full time, 35 hours per week
Type of contract	Permanent
Organisation	
<p>Options Consultancy Services Limited is a leading global health consultancy established in 1992 as a wholly owned subsidiary of Marie Stopes International. We manage health programmes that ensure vulnerable women and children can access the high quality health services they need. We work with partners to co-create and implement locally informed solutions to complex health problems. This includes governments, development partners, NGOs, civil society and health workers. Our programming is flexible, evidence-based and politically informed. This means we adapt to changing contexts, use data to inform our decisions and ensure our approach is appropriate. Our focus is always on building local skills and systems that last.</p>	
Main purpose of job	
<p>The Assistant Director (AD) will be a core member of the Department of Design and Innovation (DDI) leading on developing, implementing and tracking key elements of the department's strategy. The post holder will mentor staff and apply design and innovation evidence, thinking and approaches to generate new ideas and business to raise Options profile and grow the innovations portfolio. S/He will help build strategic partnerships with existing and new organisations (i.e. technological and digital partners) who can advance Options' ambitions on innovation as well as scope the external market and evidence to bring successful approaches to Options on transitioning innovations to sustainable scale.</p> <p>The AD will provide expertise to strengthen systems on monitoring, evaluation, learning and results across Options' portfolio as requested, extracting impact and achievements to position innovative ideas and Options as an innovative company. S/He will provide strategic leadership and technical expertise on gender, social and behaviour change communications programmes as well as identify new ideas and help secure new business in these areas.</p> <p>Approximately 60-70% of time will be allocated to DDI with the remainder for technical input and support to programmes.</p> <p><i>Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided</i></p>	

Main duties

Grow the Innovation Portfolio

- Incorporate design and innovations thinking and ideas into proactive and reactive bids
- Strategically package and represent Options' track record on innovations externally
- Actively identify organisations and consultants working on innovations to draw in relevant expertise, experience and skills
- Work with the Communications Unit to share innovations knowledge, expertise and ideas through multi-media channels (i.e. short articles/comment pieces, interviews, podcasts etc)
- Work with the Director of DDI to develop, implement and track key areas of the department's strategy
- Lead events on innovation and design thinking (i.e. communities or practice, co-creation sessions, design sprints)

Foster Innovation and Design Thinking

- Equip staff and programmes with the latest on innovations thinking and evidence
- Mentor and support programmes to generate and take forward innovative ideas
- Guide and support the development, research and prototyping of innovative ideas which resonate with the market
- Implement approaches to routinely identify, capture and facilitate innovation across Options' programmes leveraging on existing programme learnings
- Adapt or develop tools for design and innovation that are appropriate for Options and continually update a database of relevant tools that have been appraised and/or tested
- Actively scan the external environment and regularly update staff on the latest innovation ideas, practices and approaches from within and beyond the sector
- Lead identification and advancement of innovative ideas across the gender, behaviour and social change thematic areas

Extract Results and Learnings

- Routinely update a set of best practice indicators across Option's strategic areas
- Synthesise results and learnings to position Options as innovators and thought leaders
- Contribute to the development of theories of change and measurement systems to programmes or bids as requested

Technical Leadership to Gender, Social and Behaviour Change Programmes

- Provide leadership, technical expertise and quality assurance for technical inputs across Options' programmes in Gender, Social and Behaviour Change Programmes
- Undertake technical assistance assignments through on-going inputs to long term programmes and one-off consultant assignments
- Provide technical support to in-country Team Leaders for delivery of programmes and other technical roles as required, including liaison with donors
- Contribute to the development of country and project results frameworks and theories of change and support implementation of related monitoring and evaluation strategies.
- Support generation of evidence and learning from the programmes to strengthen delivery and enable technical exchange with other relevant programmes

Organisational Support

- Contribute to the development and implementation of the company annual plan particularly related to DDI
- Participate in and represent DDI in organisational meetings as requested
- Line manage and mentor staff as requested

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:	Date:
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Person specification

Criteria	Essential	Desirable
Qualifications		
Advanced degree (Masters or Doctorate) in a relevant subject on Global Health or equivalent expertise gained through professional experience	✓	
Experience		
Significant experience in designing, implementing, measuring and adapting global public health programmes at a senior level	✓	
Strong track record in synthesising and communicating complex information and evidence	✓	
Substantial experience in bid writing, network building and relationship management with clients, partners and consortia	✓	
Significant experience in developing measurement systems and theoretical frameworks	✓	
Significant experience in delivering and leading gender, social and behaviour change communications programmes	✓	
Strong knowledge of promising innovation ideas, tools and approaches and using design thinking methodology	✓	
Experience in using design thinking and innovative tools		✓
Skills and attributes		
Strong organisational skills, teamwork and people management	✓	
Excellent problem solving and strategic planning skills	✓	
Strong skills on monitoring, measuring and capturing results and learning	✓	
Self-starter to drive tasks to quality completing	✓	
Strong interpersonal skills including influencing and facilitation	✓	
Excellent written and verbal communication skills, including use of digital communications media	✓	
Other requirements		
Pro-choice	✓	
Commitment to equal opportunities	✓	

A commitment to the programme's and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights	✓	
Fluency in written and spoken English	✓	