

Position Description

POSITION TITLE:	Innovation Hub Manager
REPORTS TO:	Chief Operations and Innovation
EMPLOYMENT TYPE/STATUS:	Full time
EMPLOYMENT STATUS:	Fixed Term
CLASSIFICATION:	Level 8
DATE REVIEWED:	February 2026

Team Overview

The Operations and Innovation Team is based in Carlton at the BreastScreen Coordination Unit and is responsible for:

- Asset and Capital Management
- Coordination and management of BSV's Innovation agenda
- Environmental sustainability
- Facilities management
- Finance and Budgeting
- People and Culture
- Policies, Procedures and Compliance
- Project Management
- Risk management
- Service provider contract management, including statewide capacity management

It also supports the Chief Executive Officer in strategic planning and corporate governance obligations.

Role Objective

This position is responsible for driving innovation across BreastScreen Victoria. The focus of the position is to manage the development, implementation and evaluation of innovative projects and ideas. The Innovation Hub Manager will drive the creation of new ideas, provide oversight of all lodged ideas, and ensure they are prioritised, communicated and governed appropriately. The position is also responsible for driving delivery; managing some projects directly and supporting Project Leads and Coordinators to successfully implement others.

The position oversees all project management staff.

Key Responsibilities – Include but not limited to:

	Key Responsibility	Key outcomes
1	Innovation <ul style="list-style-type: none"> Partner with stakeholders from key areas of the organisation to identify and detail improvements and innovations 	How will performance be measured – how do we know job is done well.
2	Portfolio Management <ul style="list-style-type: none"> Ensure strategic projects are reported on to the Executive Team via the Strategic Projects Standups Ensure all new ideas are reviewed by the Project Assurance Meeting (PAM) Ensure pipeline projects are prioritised by PAM and commenced according to priority Ensure all projects and programs have benefits logged, and benefits are only closed following approval by PAM Facilitate reporting to relevant Board Sub-Committees to ensure project investment aligns with business strategies and priorities Ensure PAM has oversight over all projects, the success of projects and improvements to the PMO 	

	<ul style="list-style-type: none"> • Evaluate project performance to analyse the performance and inform investment decisions at a project, unit or program level • Ensure the governance structure (PAM and Project Boards) are working effectively • Support Project Leads in delivering changes successfully throughout the project lifecycle including communications and change management 	
3	<p>Centre of Excellence Management</p> <ul style="list-style-type: none"> • Ensure frameworks and templates are maintained • Ensure projects are following the Project Management methodology and have relevant assurance and support, including project buddies where required • Ensure knowledge is shared via the Program Management Community and the Project Management Community 	
4	<p>Stakeholder Management and Customer Service Focus</p> <ul style="list-style-type: none"> • Build strong relationships with line managers, staff and key stakeholders across the organisation • Provide updates as required on the portfolio, including via the monthly Service Report • Ensure Project Leads are engaging with Sponsors and Project Boards, with key decisions being made by the right people • Ensure project leads are collaborating effectively with stakeholders to create fit for purpose solutions • Ensure project leads have appropriate communications and change management plans 	
5	<p>Finance and Governance</p> <ul style="list-style-type: none"> • Ensure effective budget management and financial reporting which meets the organisation's governance and risk framework. 	

	<ul style="list-style-type: none"> Lead and support compliance through internal controls, including policies, procedures and delegations to manage how decisions and actions are undertaken in accordance with BSV Governance and risk management frameworks. 	
6	People Management <ul style="list-style-type: none"> Manage the Innovation Hub team, ensuring the successful delivery of projects Identifying any development opportunities for the team, and provide coaching as required 	
7	Direct project management <ul style="list-style-type: none"> Consult with stakeholders as required to ensure project outputs will meet stakeholder needs, with issues escalated to Project Boards as required Oversight and manage cross-team projects, particularly those related to innovation. Provide oversight of the \$20m funding project (Service Expansion Plan) 	

Level of Supervision and independence

As a level 8 employee, as per the BSV Enterprise Agreement, this role requires a high level of management and organisational skills, specifically the ability to contribute to the strategic plan of BSV. The incumbent will be required to take a broad, ongoing leadership role as well as work effectively in a team environment at a senior level, with the capacity to lead and support others.

A high level of interpersonal and negotiating skills, excellent communication and the ability to liaise and negotiate with stakeholders at a senior level will be required whilst monitoring resources and balancing competing priorities to achieve results.

Level 8 employees are required to draw on specialist skills and knowledge, and demonstrate the ability to anticipate and assess the impact of change. Furthermore, it is expected that the

position will create and foster awareness of the opportunity for change and create an environment conducive to change.

Key Behaviours and Values

At BreastScreen Victoria, our values are more than words on a page; they reflect who we are and how we work. Our values inform our everyday decisions. They guide how we interact, solve problems, support clients, and contribute to a strong, unified team.

From the way we support each other to how we welcome and care for our clients, our values of Caring, Respect, Collaboration, Inclusion, and Excellence form the foundation of our workplace culture.

BreastScreen Victoria provides positive guidelines around key behaviours and values to ensure the work of all employees is effective, respectful and contributes to the positive culture of our organisation. Adherence to the BSV Performance Behaviours Dictionary, Code of Conduct and other relevant organisational policies and procedures is an ongoing requirement of the role.

Key Selection Criteria

Academic Qualifications	
ESSENTIAL	DESIRABLE
Relevant tertiary qualification and formal project management certification/qualification	PMO certification Prince2 certification

Technical Abilities & Skills	
ESSENTIAL	DESIRABLE
	Demonstrated experience in the management of a Program or Portfolio of projects
Demonstrated experience in the successful delivery of projects and/or programs	Demonstrated experience in providing project assurance support

Technical Abilities & Skills	
Demonstrated strong verbal and written communication skills and exceptional stakeholder engagement skills	Demonstrated experience in managing a team
Demonstrated ability to work through ambiguous problems and communicate solutions to senior stakeholders.	

Personal Abilities & Behaviours	
ESSENTIAL	DESIRABLE
Builds and maintains effective relationships with internal and external stakeholders to facilitate activities across business units..	
Communicates ideas and information effectively with a wide audience to influence others and to shape outcomes.	
Ability to evaluate strategic issues, risks and opportunities in order to make recommendations to the Project Board for decision	

Relationships

INTERNAL	EXTERNAL
BCU Project Managers	Auditors
Executive Team Members	
Leadership Group Members	
Staff at RAS and Screening sites	

Diversity & Inclusion

We are committed to promoting diversity, inclusivity and accessibility within our workplace, and encourage people from diverse communities and backgrounds to apply for roles at BreastScreen Victoria. This includes (but is not limited to): people

from multicultural backgrounds; LGBTIQ+ communities; Aboriginal and Torres Strait Islander peoples; and people with disability.

BreastScreen Victoria have a number of policies, procedures and systems that promote inclusive behaviours throughout our workforce. They are all key indicators for successful performance in this role.

About BreastScreen Victoria

BreastScreen Victoria operates a population-based breast cancer screening program that aims to reduce the impact of breast cancer and save lives through early detection. We provide free breast screens (mammograms) to women and the trans and gender diverse community aged 40 and over without breast symptoms, targeting those aged 50 to 74 years who are proven to benefit the most from population-based screening.

We are contracted by the Victorian Department of Health to deliver breast screening in Victoria as part of the national BreastScreen Australia Program.

BreastScreen Victoria operates across a network of permanent and mobile screening clinics and assessment services to provide high-quality and inclusive care for the Victorian community.

Our program is client-focused, embedding client input and feedback at every stage.

Our services are quality assured and accredited under the BreastScreen Australia National Accreditation program, and our performance is measured against the National Accreditation Standards.

Our program



The BreastScreen Victoria program is for women, including eligible trans and gender diverse people.



The program is for women with no breast symptoms.

50-74

BreastScreen Victoria invites women aged 50-74 to get a breast screen (mammogram), based on evidence that screening is most effective in this age group. The program is also open to women over 40.



A breast screen is recommended every two years.



Clients may be called back for further tests. This does not mean breast cancer is present; however, more tests may be necessary.

How we deliver our program



The BreastScreen Victoria program is free.



A breast screen takes just 10 minutes.



No Medicare or doctor's referral is needed.



All breast screens are conducted by experienced woman radiographers.



Breast screening and assessment services are available across Victoria. Two mobile screening services provide screens in rural and regional communities.

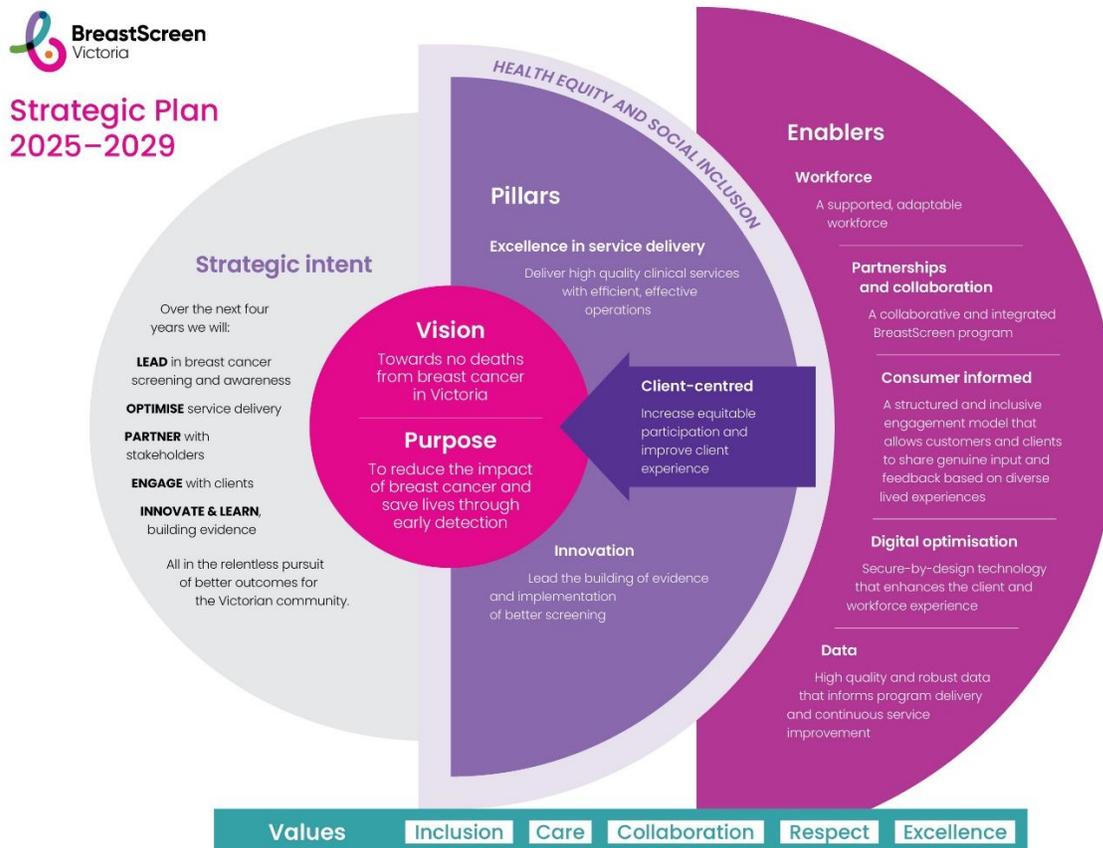
Strategic Plan 2025–2029

Our Strategic Plan for 2025–2029 sets a bold vision and purpose, guiding our organisation toward a future of no deaths from breast cancer in Victoria.

This Plan is closely aligned with the [Victorian Cancer Plan](#) and the [Australian Cancer Plan](#), both of which emphasise inclusive participation in breast cancer screening and enhancing outcomes across priority populations.

Our people are at the heart of everything we do. This Plan highlights the focus and investment needed to build a supported, adaptable workforce, with strong program and clinical leadership and new capabilities, both now and into the future.

Developed through extensive consultation with consumers, service providers, staff, partner organisations, and government stakeholders, this Plan reflects a shared commitment to delivering equitable, high-quality breast screening services for all.



Understanding and acceptance of Position Description

Employee Signature: _____ Date: _____

Employee Name: _____

Manager Signature: _____ Date: _____

Manager Name: _____