InnovAIte AI Prototyping

Cross-Stream Liaison Role Description

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1. Role Title

InnovAIte / NoCodeJam Cross-Stream Liaison

2. Role Type

Leadership, Coordination, and Communication Role
Internal Company Appointment

3. Role Purpose

The InnovAIte / NoCodeJam Cross-Stream Liaison is responsible for maintaining structured, reliable, and transparent communication between individual company streams and the wider company.

The role exists to ensure that:

• Knowledge is shared across streams rather than siloed
• Wins, risks, failures, and learnings are surfaced early
• Effective practices are identified and scaled
• Ineffective practices are identified and corrected
• Company leadership has accurate, real-time insight into stream health, progress, and blockers

This role acts as a two-way conduit:

• Collecting insights from each stream
• Synthesising and reporting these insights back to the broader company

4. Position in Company Structure

The Cross-Stream Liaison:

• Operates horizontally across all streams

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• Works closely with: Stream Leads, Product Owner(s), Scrum Master(s) or Agile Leads (where applicable), and Company Leadership
• Does not override stream autonomy

5. Key Responsibilities

5.1 Regular Communication with Streams

• Conduct fortnightly structured check-ins with each stream
• Use consistent reporting frameworks to capture progress, challenges, and insights
• Maintain neutral, non-judgmental posture to encourage open communication

5.2 Information Synthesis and Reporting

• Identify patterns and themes across multiple streams
• Distinguish between isolated incidents and systemic issues
• Prepare consolidated cross-stream summary reports
• Present findings to leadership with evidence-based recommendations

5.3 Knowledge Sharing and Best Practice Distribution

• Facilitate sharing of successful approaches between streams
• Document and communicate lessons learned
• Help streams avoid repeating known mistakes

5.4 Risk and Issue Escalation

• Monitor for emerging cross-stream dependencies or conflicts
• Escalate critical risks and blockers to appropriate leadership
• Track resolution of escalated issues

6. What This Role Is NOT

To ensure clarity and prevent scope creep:

• NOT a delivery manager — does not assign tasks or manage stream backlogs
• NOT a decision-maker — provides insights and recommendations, but respects stream autonomy
• NOT a performance assessor — focuses on process health and knowledge sharing, not individual evaluation
• NOT a blocker — streamlines communication, does not create additional bureaucracy

7. Required Skills and Attributes

• Strong communication and active listening skills

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• Ability to synthesise complex information from multiple sources
• Diplomatic and politically neutral
• Understanding of agile methodologies and delivery practices
• Organised and detail-oriented
• Trusted and credible within the organisation

8. Success Criteria

The role is successful when:

• Streams report increased visibility of what other teams are doing
• Leadership has timely, accurate insight into delivery health
• Cross-stream issues are identified and resolved faster
• Best practices are actively shared and adopted
• The organisation demonstrates continuous improvement based on lessons learned