Associate – Knowledge and Technology Transfer (Humanities, Arts and Social Sciences)

POSITION NO 0056888
CLASSIFICATION UOM 7.1
RATE $66.49 per hour
SUPERANNUATION Employer contribution of 11%
WORKING HOURS Part time
BASIS OF EMPLOYMENT Casual
OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.

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Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

Under the remit of the Director, Commercialisation, the Knowledge and Technology Transfer (K&TT) team provides an extensive range of intellectual property (IP) and commercialisation support services to the University and its researchers. They identify, manage and commercialise IP developed by staff at the University to create a positive social impact.

The Associate – Knowledge and Technology Transfer has an emphasis on assessing the impact and commercial potential and strategising translation pathways, including a special focus on social purpose ventures.

The role is focussed broadly on innovations relating to the Humanities, Arts and Social Science (HASS) disciplines and will work collaboratively across relevant University teams to translate high impact HASS research.

1. Key Responsibilities

- Foster key stakeholder relationships across the University to amplify efforts in the translation of HASS research and social purpose ventures specifically.
- Identify and analyse translation opportunities relevant to specific innovations, by conducting market analyses, determining competitive advantages, preparing technical and commercial pathway plans and identifying potential partners.
- Conduct due diligence to determine legal rights including ownership, entitlement, and third-party obligations (e.g. relating to funding sources).
- Support the marketing and promotion of UoM capabilities and innovations to industry and external partners.
- Assist in the structuring and negotiation of Inter-Institutional Agreements, term sheets, license agreements, and other transactions.
- Assist with reporting obligations to University stakeholders.
Support coordination of the design, development and delivery of key initiatives around social purpose ventures at the University.

2. Selection Criteria

2.1 ESSENTIAL

- Strong project management skills and attention to detail with the ability to manage multiple projects and priorities.
- Demonstrated understanding of social enterprise ecosystem in Australia.
- Advanced interpersonal skills with proven ability to build and manage networks and relationships within a complex network and deliver service excellence in a team environment.
- Any experience in translation processes or projects including market analysis, developing business cases and negotiating key terms.

2.2 DESIRABLE

- Prior experience in a university commercialisation function or a strong understanding of the complexities and processes related to the commercialisation of IP in an academic environment.
- Established network within the social purpose sector including the impact investment community, NGOs and government.
- Understanding of different intellectual property types, including copyrights, software, know-how or trade secrets patent rights.

2.3 OTHER JOB RELATED INFORMATION

- Occasional work out of ordinary hours, to attend meetings and events.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

Operating within the broad framework of Faculty and University policy and requirements, the position receives direction from the Lead – HASS Knowledge and Technology Transfer and Social Purpose Ventures. There is an expectation to independently set and prioritise their day-to-day tasks based on the needs of role. The role will work in teams as well as autonomously to initiate contact, liaise with external and internal stakeholders and work with staff across academic and professional units in the University.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will need to interpret and apply University policies and processes and will be required to exercise judgement on work methods and task sequences to meet deadlines. Many functions will be based on clearly defined processes and criteria, whilst others will require analysis, planning and problem solving skills. An important aspect of
the role is the exercise of tact and diplomacy in dealing with a wide range of sensitive issues and people and the ability to maintain confidentiality.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Professional knowledge is required, which may be drawn from professional qualifications and/or professional experience in the social enterprise sector or HASS disciplines.

Networks and relationships with organisations in the social enterprise sector will contribute to the role.

The incumbent will be required to develop a sound knowledge of University and RIC systems and processes, along with proficiency in K&TT processes and procedures.

3.4 RESOURCE MANAGEMENT

The incumbent is expected to manage within budgetary constraints and to investigate and recommend cost-effective strategies where possible. The incumbent is also required to manage time efficiently and make effective use of work resources without compromising quality.

3.5 BREADTH OF THE POSITION

The role covers a broad range of duties and responsibilities. The incumbent will interact with internal and external stakeholders and will play a key role in facilitating good working relationships. The incumbent will also work across University units through participation in projects/working groups in order to deliver on strategic priorities.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.
5. **Occupational Health and Safety (OHS)**

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. **Other Information**

6.1 **RESEARCH, INNOVATION AND COMMERCIALISATION**

Research, Innovation and Commercialisation (RIC) is a specialist team dedicated to enabling the University's research and enterprise mission working closely with our academics, professional colleagues, industry partners, funding agencies and government agencies. We have a passion to see our academics and their collaboration partners succeed, achieve research excellence and translate their discoveries into real-world innovation and impact. RIC operates University-wide across all ten Faculties and Chancellery.

At a high level our capabilities include:

- Strategic relationship development with Industry partners, including Innovation Precincts
- Business development, research marketing and communications, intellectual property management and technology transfer mechanisms in partnership with the investment community
- Proposal funding submission and post-award support including contracts and research accounting from a wide range of funders. Specialised services for larger schemes such as MRFF, ARC and NHMRC Centres, ITRPs and CRCs and international programs.
- Research ethics, integrity, governance and quality
- Research infrastructure asset management
- Training and development programs for academic and professional staff

We aspire to service excellence every single day and creating an innovative, positive culture where feedback is valued, success is recognised and the University comes first in decision-making. We value big thinking on a global scale, attention to detail and care about our researchers' success, the personal development of our team members and ensuring RIC is a great place to work at the University.

6.2 **CHIEF OPERATING OFFICER PORTFOLIO**

The Chief Operating Officer (COO) Portfolio is responsible for the University’s budget and financial performance, and the management of its property and capital. It also delivers efficient and effective shared services in support of all aspects of the University’s business.

The COO Portfolio is comprised of six sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been
established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Finance
- Legal and Risk
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers

6.4 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

> We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
> We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
> We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
> We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities
proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance