Organisation Unit  
Faculty of Science

**Business Development Officer, APR.Intern**

POSITION NO 0050311

CLASSIFICATION UOM 7

SALARY $102,338 – 110,780 (pro rata for part-time)

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full time (1.0 FTE)

BASIS OF EMPLOYMENT Fixed-Term available for 12 months

**FLEXIBLE EMPLOYMENT**

The University of Melbourne is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.

OTHER BENEFITS  [https://about.unimelb.edu.au/careers/staff-benefits](https://about.unimelb.edu.au/careers/staff-benefits)

HOW TO APPLY Online applications are preferred. Go to [http://about.unimelb.edu.au/careers](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.

CONTACT FOR ENQUIRIES ONLY  
Glen Sheldon  
Tel 0431 832 788  
Email g.sheldon@aprintern.org.au

*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](http://about.unimelb.edu.au/careers)
Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of country throughout Australia. The University recognises the unique place held by Aboriginal and Torres Strait Islander peoples as the original custodians of country and their continued connection to the land, waterways, songlines and culture. The University respects all Aboriginal and Torres Strait Islander People and warmly embrace those students, staff, Elders and collaborators who identify as First Nations.

Position Summary

APR.Intern is a division of the Australian Mathematical Sciences Institute (AMSI) based in the Faculty of Science at the University of Melbourne. AMSI is an unincorporated joint-venture of 12 Australian universities, with the University of Melbourne being the lead agent (see www.amsi.org.au)

APR.Intern is a national all sector, all discipline internship program linking PhD and Masters by Research students and research capability to industry through short-term research internships. A not-for-profit program, APR.Intern is open to all domestic and international PhD and Masters by Research students from any discipline and open to all industry sectors.

The Business Development Officer is responsible for securing projects with industry partners both public and private as well as building partnerships to support the APR.Intern program.

The incumbent is required to engage with industry from SMEs to large corporates, research institutes and government agencies as well as the university sector. Strong business development skills and an ability to liaise with a wide variety of stakeholders across all levels of industry and academia are required. Further, an understanding of the research landscape and the benefits and impact of applied research resulting from the collaboration between the sectors is beneficial. The Business Development Officer will be required to develop new industry leads whilst also continuing to engage with existing partners and look to expand those relationships.

The position reports to the National Program Manager and works closely with AMSI and APR.Intern staff.

We encourage applicants from under-represented groups, including Aboriginal and Torres Strait Islander people. To allow us to consider performance relative to opportunity, we also invite applicants to provide a brief statement (up to 1 page) that describes circumstances that may have affected their career development or progression, including career interruptions or delays, periods of part time work, or forms of bias they have experienced.

1. Key Responsibilities

As with all positions, career achievements will be interpreted relative to opportunity, including career disruptions due to caring responsibilities, time in industry, illness etc.

1.1 BUSINESS DEVELOPMENT ACTIVITY

Under the broad direction of the National Program Manager, undertake tasks and initiatives towards growing the APR.Intern Program:

- Conduct business development activities to grow the APR.Intern internship pipeline
Maintain and develop relationships with key stakeholders including industry partners, academic researchers and university partners

Work closely with key program partners to generate and execute new collaborative initiatives to drive business growth

Develop and execute strategic business development initiatives

1.2 STAKEHOLDER DEVELOPMENT ACTIVITY

Under the direction of the National Program Manager, the incumbent will undertake various strategic engagement activities including:

- Manage and maintain a range of SME, large organisations and government agencies to building ongoing, large-scale engagement
- Attend or present at events both in-person and online, including workshops and conferences, to promote the benefits of the program and generate new opportunities
- Work closely with universities on key strategic activities to identify academics and students for industry opportunities
- Provide a consultative approach to industry partners regarding the translation of projects into concrete research proposals
- Co-ordinate, in conjunction with the administrative support team, in a timely manner, the end-to-end internship process: planning, interviews, identifying delivery outcomes and all relevant paperwork
- Manage student and industry expectations through careful monitoring of internship progression to ensure a successful collaboration

1.3 EXERCISE A STRONG DUTY OF CARE IN RELATION TO ALL PARTIES THROUGHOUT THE INTERNSHIPS ADMINISTRATION

Under the guidance of the National Program Manager, the successful applicant will undertake various administrative activities including:

- Manage a portfolio of collaborations from commencement to completion, including accurate contract execution, contract management, strategic planning and reporting
- Ensure that all in-house administrative processes and procedures are followed and work closely with the APR.Intern back office team
- Accurately record relevant activities in the Salesforce CRM
- Occupational Health and Safety (OHS) responsibilities as outlined in section 5 of this document

2. Selection Criteria

2.1 ESSENTIAL

- Completion of a relevant tertiary postgraduate degree with extensive relevant experience, or an equivalent combination of relevant experience and/or education/training
- Demonstrated ability to develop strategic partnerships with business and industry and to foster strong collaborative and productive relationships
- Demonstrated ability to source and convert new business opportunities
- Outstanding interpersonal skills to communicate effectively with a wide range of stakeholders, including:
  - excellent written and verbal skills with ability to communicate clearly and accurately to a variety of audiences using multiple channels
  - demonstrated evidence of critical thinking, influencing skills and negotiating to achieve mutually beneficial outcomes
  - sound public presentation skills at client-facing meetings, and networking events
- A proven track record in stakeholder engagement and stewardship activities
- Demonstrated strong planning and organisational skills with ability to handle multiple priorities and demonstrate initiative in management of accounts, projects/events, to a successful conclusion
- Extensive experience in the use of a client database management system and a wide range of business software applications and tools including MS Office suite
- Self-motivated and flexible in responding to changing work priorities, with the capacity both to work independently and to work collaboratively and effectively as part of a team

2.2 DESIRABLE
- Experience working in industry and/or the public or private research sector
- Knowledge of the tertiary education sector and experience working with PhD students and academic staff
- Experience with industry-based PhD programs or postgraduate internships
- Experience with the Salesforce Customer Relationship Management system

2.3 OTHER JOB-RELATED INFORMATION
- A valid driver’s licence and access to a vehicle
- Willingness and ability to undertake travel from time to time
- Flexibility to attend after hours events and meetings as required

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE
The incumbent works under the broad supervision of the National Program Manager and is expected to work autonomously with the day-to-day operations of the APR.Intern Program. The incumbent will be expected to show initiatives contributing to the growth of the program.

3.2 PROBLEM SOLVING AND JUDGEMENT
The Business Development Officer will develop and maintain an extensive understanding of the processes involved in the APR.Intern program. They will be required to prioritise
and schedule work to meet deadlines, whilst juggling competing demands. The incumbent must interpret the needs of stakeholders to provide tactful and appropriate service.

The position requires outstanding organisational and administrative skills, excellent oral and written communication skills, excellent Word and Excel skills using Microsoft Office, and the ability to contribute to the management of the APR.Intern program.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires sound organisational and administrative skills, highly developed oral and written communication skills, advanced word and data-processing skills and the ability to contribute to the management of resources within a complex organisation.

A detailed knowledge of the University’s policies and procedures along with the AMSI and APR.Intern functions and operation is required to ensure that key responsibilities are executed and key processes are followed. The capacity to work with a range of people at different levels within the University, and externally is important.

3.4 RESOURCE MANAGEMENT

All staff are responsible for the effective management of their time and other resources and are expected to suggest ways that the team could more effectively complete its core business without compromising customer service and administrative standards.

3.5 BREADTH OF THE POSITION

As the responsibilities of the position are broad and varied requiring the incumbent to liaise with academics, university staff, students and external stakeholders, especially industry and program partners, the incumbent is expected to acquire and maintain an up-to-date knowledge in all areas relevant to the position.

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 **ORGANISATION UNIT**

www.amsi.org.au

AMSI is a joint venture partnership of 12 universities with membership made up of an additional 19 universities, 5 Government agencies and 6 mathematical and statistical societies. The University of Melbourne is the lead agent of the joint venture.

AMSI was established in November 2002 with initial funding of $1M from the Victorian Government’s Science, Technology and Innovation Infrastructure grants program and matching funds from a member consortium of Australian universities and other mathematical organisations.

AMSI’s mission is the radical improvement of mathematical sciences capacity and capability in the Australian community.

Since its inception AMSI has developed as a nationally and internationally recognised centre for the mathematical sciences with achievements ranging across:

- Representation of its and the wider mathematical community in communicating the strengths, importance and vital benefits of mathematics and statistics to journalists, university administrators, politicians, public servants and industrialists;
- Significant participation in and support of high-level submissions to governments;
- Successful organisation of wide-ranging industry-linked activities;
- Enhancement of the national level of competency in school mathematics through provision of well researched, well researched, well written mathematics textbooks and teacher resource materials, teacher professional development and electronic teaching aids;
On-going provision of activities at the higher education level including specialist courses and research workshops.

- Development and delivery of a national PhD internship program open to all disciplines.

The Australian Mathematical Sciences Institute (AMSI) is located at the University of Melbourne and is a departmental unit in the Faculty of Science. It is situated at Building 161 on the university’s main campus in Parkville.

6.2 FACULTY OF SCIENCE

http://www.science.unimelb.edu.au

Science at Melbourne is a global leader across fundamental and impactful scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food & Ecosystem Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees, enrolling more than 11,500 undergraduate and 3,750 graduate students.

We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty’s focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, teaching and serve diverse national and global communities.

As a Science community we sit across five of the University’s campuses – Parkville, Dookie, Burnley, Creswick and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Melbourne Energy Institute, Melbourne Biodiversity Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and the Indigenous Knowledge Institute and home to numerous Centres.

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