



THE UNIVERSITY OF  
MELBOURNE

# POSITION DESCRIPTION

Research, Innovation and Commercialisation  
Chief Operating Officer Portfolio

## Partnerships Manager – Innovation Precincts

<b>POSITION NUMBER</b>	0053056
<b>PROFESSIONAL CLASSIFICATION STANDARD/SALARY</b>	UOM 9 - \$139,693 - \$145,339 per annum (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full Time (1 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>HOW TO APPLY</b>	Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	<p>Vanessa Campbell Tel +61 466 330 671 Email <a href="mailto:vanessa.campbell@unimelb.edu.au">vanessa.campbell@unimelb.edu.au</a></p> <p>Shane Ridley Tel +61 448 847 001 Email <a href="mailto:shane.ridley@unimelb.edu.au">shane.ridley@unimelb.edu.au</a></p> <p><i>Please do not send your application to this contact</i></p>

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 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.

## **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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Advancing Melbourne', at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

## **CHIEF OPERATING OFFICER PORTFOLIO**

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University's finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.

The COO Portfolio is comprised of seven sub-portfolios:

- Business Services

- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

## **RESEARCH, INNOVATION AND COMMERCIALISATION**

RIC is a specialist team dedicated to enabling the University's research and innovation mission working closely with our academic and professional colleagues, industry partners, funding 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 Academic Divisions and Chancellery. At a high level our capabilities include:

- Proposal funding submission and post-award support including contracts and research accounting for a wide range of funders. Specialized services for larger schemes such as NHMRC, ARC, MRFF, CRCs, Breakthrough Victoria Fund and certain international programs.
- Business development, intellectual property management and knowledge transfer mechanisms in partnership with industry and the investment community
- Strategic relationship development with Industry partners, including Innovation Precincts
- Research ethics, integrity, governance and quality
- Research infrastructure asset management
- Professional 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.

## **INNOVATION PRECINCTS**

Strongly aligned to its [Advancing Melbourne 2030 Strategy](#), the University of Melbourne is developing a network of globally significant precincts to foster University-Industry collaboration for innovation. Each precinct places highest calibre research, industry, entrepreneurs, higher-degree students and other elite thinkers in a co-located and purposeful setting designed to drive impact and foster the development of new technologies, ways of working and solutions that are socially responsible and addressed to the major challenges of our time. Innovation precincts bring together multiple dimensions of applied research, industry partnerships, novel education and workforce development offerings connected into growth sectors, innovation, commercialisation and new company formation, and community engagement.

Innovation Precincts are a new model and major platforms for industry engagement at the University. Each precinct is a collaborative hub for researchers, industry, and government, functioning as a network and connected to Melbourne and the region more broadly. The University's innovation precincts network draws on existing experience with the [Melbourne Biomedical Precinct](#) and [Melbourne Arts Precincts](#) and includes the purpose-built new innovation precincts at [Melbourne Connect](#) and [Fishermans Bend](#), with new medical innovation precincts in development.

## **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.

## **ABOUT THE ROLE**

### **Position Purpose:**

The Partnerships Manager is a member of the Innovation and Enterprise (I&E) portfolio of RIC located in the Enterprise Partnerships and Innovation team. I&E supports the delivery of the University's strategic vision and objectives as it relates to major mission-driven research programs, funding schemes focused on translation such as MRFF, major bid development, business development, industry partnerships, IP protection, research translation and impact – particularly commercialisation and technology transfer, and includes innovation precinct developments such as Melbourne Connect.

The Partnerships Manager works under the broad direction of the Director – Innovation Precincts and leads the day-to-day university-industry engagement services primarily focused on Melbourne Connect, and to targeted and secured partners of the new innovation precincts in development. The Partnerships Manager is responsible for co-developing and evaluating new opportunities with tenants and partners, scoping new projects and product

services, and managing selected transactions and agreements in line with the strategies and goals of Innovation Precincts within I&E. The focus of the Partnerships Manager is to grow and improve partnership services for Melbourne Connect tenants, with subsequent focus on the new precincts. The incumbent takes a service excellence and best practise approach to partnership services including co-creating growth opportunities centred on value-creation, measuring and reporting success, and leading processes for continuous improvement. The incumbent coordinates business development services to a portfolio of tenant-partners and the innovation ecosystems centred on each innovation precinct. The works with the Executive Director, Melbourne Connect and the equivalent academic leaders of the other innovation precincts, relevant faculty academics, as well as business development subject matter experts from RIC and Advancement. They are supported by Partnership Officers who are tasked with day-to-day delivery of agreed Innovation Precinct partnership activities.

The Partnerships Manager is an experienced business development professional skilled at deeply understanding partners' needs and shaping and connecting these to high value research and student engagement opportunities with the University and its networks; growing value for the University and partner over the multi-year period of each lease or licence term. The Partnerships Manager is a team leader and coach to the Innovation Precinct partnership officers and part of a strong community of practice in university-industry engagement in RIC.

The Partnerships Manager is supported by a range of RIC service specialists and professionals from other COO Portfolio groups.

Reporting line: Director – Innovation Precincts

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: 0

**Key Dimensions and Responsibilities:**

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Operational context: University wide with focus on STEMM disciplines, and extensive external industry engagement

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

### **Core Accountabilities:**

Reporting to the Director – Innovation Precincts (the Supervisor) and working collaboratively with the Innovation and Enterprise (I&E) team RIC, Melbourne Connect Liaison Office, Faculty of Engineering and IT and other faculties, Property Services and Lendlease ProjectCo team the responsibilities of the Partnerships Manager may include, but are not limited to:

### **Business Development activities to grow value from commercial tenants and partners of Melbourne Connect and other innovation precincts**

- The incumbent is Key Account Manager (KAM) for up to 50% of the total 15 commercial tenants located in Melbourne Connect. As the KAM they are responsible for ensuring that a Partnership Canvas (documenting strategic collaboration intent) and associated workplan is agreed for their portfolio of tenants at Melbourne Connect, and as required for other University of Melbourne innovation precincts. They ensure strong new business outcomes are achieved over the life of the tenancy through collaboration within the precinct and across the wider University.
- Build fruitful relationships with prospective and current tenants and partners. Provide strategic customer management including Key Account Management responsibility for designated target and secured commercial tenants. (Industry tenants are also known as 'co-located partners'.)
- Achieve an in-depth understanding of the tenant, their position in their industry, goals and aspirations from co-location with the University of Melbourne.
- Develop a detailed understanding of Innovation Precinct-located and University of Melbourne-wide capability and product solutions available for partners, as well as major grant scheme and other opportunities that can be co-created with and between one or more partners to deliver high-value partnerships.
- Identify and/or co-create new tenant-partner collaboration & product opportunities and triage well qualified leads to domain-expert business development colleagues, or negotiate and close deals and follow-through to executed contracts. Continuously seek ways to improve tenant-partner outcomes and grow value for partners.
- Coordinate teams to deliver focus on agreed business development opportunities and team operational effectiveness.
- Contribute to the development, management, prioritisation and monitoring of the commercial engagement pipeline for target and secured tenants, other partners, and the commercial leasing pipeline for Melbourne Connect and new Innovation Precincts in development. Liaise with tenants and other stakeholders for the delivery of services and ensure achievement of partner satisfaction through oversight of delivery of an innovation precinct's value proposition.
- Develop a strong understanding of University of Melbourne (UoM) teaching & learning (T&L) and student experience capabilities. Work collaboratively with academic divisions, Chancellery, RIC colleagues, and

Melbourne Connect and other innovation precinct project teams to connect tenant-partners to Talent opportunities.

- Develop the value proposition and build business relationships with prospective and committed tenants to improve T&L and student experience outcomes for UoM through innovation precincts.
- Where turnover of tenants occurs, implement business development strategy and plans for the recruitment of industry tenants for 100% occupancy of the commercial leasing spaces of innovation precincts. Develop and lead specified tenant engagement with prospective tenants. Working collaboratively with UoM Property Services colleagues and Agents, Lendlease, and Melbourne Connect Liaison Office, drive the scoping, development and closure of commercial leasing opportunities.

### **In general**

- Maintaining effective working relationships with academic and professional staff, and cognate student clubs across all service divisions and faculties of the University required in support of this position. Key relationships include with Chancellery, Research and Enterprise, Advancement, faculties co-located in Melbourne Connect and the other new innovation precincts, Science Gallery Melbourne and the Melbourne Entrepreneurial Centre.
- Contribute to the development of best practise approaches to partnership services towards establishing a coordinated and consistent university-industry experience. Utilise and contribute to CRM systems. Contribute to reporting on Melbourne Connect and other innovation precincts.
- Deputise for the Director – Innovation Precincts as required.
- Contribute to a deal team approach by the Innovation and Enterprise (I&E) team in support of strategic partners and mission initiatives.
- Support commercial engagement culture change through promoting new ways of working with customers and clients.
- Any other duties as directed by the Supervisor.

### **Selection Criteria:**

#### Education/Qualifications

1. The appointee will have: relevant tertiary qualifications and demonstrated experience and expertise in the development and delivery of commercial services within a complex organisation, preferably within a digital technologies and/or STEM-M context, and/or commercial education and training services background, or an equivalent combination of relevant experience and education/training.

#### Knowledge and skills:

1. A high level of knowledge and experience with digital technologies, their application, and commercialisation approaches and pathways. Knowledge and experience with company formation and

early enterprise development, also with skills development and student industry experience and graduate employment programs.

2. Substantial experience in leading and holding financial accountability for business development activities and/or commercial educational/training experience. Ability to manage multiple partner accounts.
3. Experience, understanding and effectiveness at working in the interface between academia, business/corporate and government and related sectors.
4. An enthusiastic and proactive approach to business development, with an eye for strategic growth opportunities.
5. High level interpersonal and communication skills, with demonstrated ability to: represent the University to external stakeholders as appropriate; lead, direct and influence others; build and maintain effective and productive relationships with a wide variety of internal and external groups.
6. Demonstrated excellence in complex project management and meeting deadlines with attention to detail.
7. Demonstrated ability to work individually or as part of a team. A constructive and contributing team player.
8. Demonstrated ability to function effectively and cooperatively in a dynamic, ambiguous and changing work environment.

**Other job related information:**

This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.

A flexible approach to working hours is necessary, as this role may require some work outside of hours during peak periods and in response to external deadlines. Occasional work out of ordinary hours is required for breakfast and evening events.