STARTUP PROGRAM SPECIALIST

DEPARTMENT/UNIT
Monash Innovation - The Generator / Deputy Vice Chancellor & Vice-President (Enterprise)

FACULTY/DIVISION
Office of the Vice-Chancellor and President

CLASSIFICATION
HEW Level 8

WORK LOCATION
Clayton campus

ORGANISATIONAL CONTEXT
Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Portfolio of the President and Vice-Chancellor provides executive management and strategic advice to the Vice-Chancellor, leadership in the management and delivery of key strategic and cross-portfolio initiatives and University level governance.

The Office of the Deputy Vice-Chancellor and Vice-President (Enterprise) (DVC & VP (Enterprise)) provides University-wide strategic support for industry partnerships, commercialisation, industry engagement, innovation, student entrepreneurship, employability and work experience, to provide a focus for achievement of the ‘Enterprise’ goal, of the four key goals of Focus Monash.

The Generator is the central hub for entrepreneurship and startup activity across Monash University. Established in 2016, its purpose is to ignite curiosity, build capability and support the launch and growth of high-quality startups and social enterprises at Monash. The Generator runs a number of events and programs including a five-week idea validation program (the Validator), a research innovation program and a three-month Accelerator program with seed funding. In addition, the Generator has a co-working space for Monash startups to work from as a way to build a thriving startup community. The Generator works with high potential individuals and teams who want to solve big problems in the world, figure out solutions and actively go out and build it. We are driven by Founder potential matched with ambitious thinking. Our talent is diverse because we know that problems can only be solved by teams that come from different backgrounds, perspectives and disciplines.

POSITION PURPOSE
The role of the Startup Program Specialist is to support the development of startups through core Generator programs, the Accelerator and the Validator, as well as develop approaches to ongoing support for high potential individuals and teams outside of core programs. The role is an end to end approach – finding and activating talent, ensuring key programs truly help them deepen their experience and skills to building solutions,
connecting them to the startup ecosystem and ensuring continued value for Alumni of the programs. The ultimate goal is a community of successful founders that inspire and help the next generation of Founders at the Generator. You will design and manage systems to track and measure talent, ensuring we understand their needs and provide relevant guidance and resources. You will be the principal facilitator on the Accelerator Program responsible for selecting teams, bringing in mentors and be the main point of support for the teams throughout the program. Working with the Generator Program Manager and the New Ventures Manager, you will help design resources and seek out next step opportunities (other Accelerators, Angel investors, VC etc.). You will keep in touch with our program alumni, ensuring their stories are told and they actively give back to emerging talent.

**Reporting Line:** The position reports to the Entrepreneurship Program Manager under broad direction with a degree of autonomy

**Supervisory Responsibilities:** This position provides direct supervision to the Program Coordinator

**Financial Delegation:** Yes, in accordance with the University delegations schedule

**Budgetary Responsibilities:** Yes, in line with the Key responsibilities

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**KEY RESPONSIBILITIES**

1. Oversee and run core programs, the Accelerator and the Validator, from planning and budgeting to promotion and recruitment, through program delivery to graduation and next steps beyond the program

2. Manage the startup talent pipeline into and through the core programs, as well as program alumni and other and teams accessing Generator support. Including tracking individuals and teams, assessing needs, creating a strategy around developing startups and connecting them to the wider startup ecosystem

3. Oversee that teams are making progress through mentor matching, coaching, access to resources (e.g. education material, prototyping spaces) and professional services as the Principal Facilitator on the Accelerator Program

4. Develop and implement a talent recruitment strategy including defining the ideal audience, developing key messaging and identifying communication channels to reach the desired audience on conjunction with the Community Manager

5. Source and manage partnerships and external resources, which may include expert advisors, mentors, Entrepreneurs in Residence, systems and software deals and external funding if required in collaboration with Monash Innovation and the New Ventures Manager

6. Develop and implement an alumni strategy to track, support and bring key Generator alumni back into the community

7. Keep up to date with best practice and startup insights and make recommendations on continual improvement of our programs and approach to growing the number and continually raise the quality of startups at Monash

8. Provide support where appropriate across other areas of Monash in startup initiative design support, workshops and guest lectures delivered across Monash

9. Exercise strong budget management for the project(s) managed to a value of $50,000

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**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   - A postgraduate qualification or progress towards postgraduate qualifications and extensive relevant experience; or
   - extensive startup experience and program management expertise; or
• an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Substantial experience in managing education programs from design through to evaluation, all delivered on time, at a high quality and within budget

3. Highly developed skills in building clear processes and templates around repeatable operations to make program delivery more efficient and effective

4. Highly developed knowledge and experience in the startup landscape, either as a Founder or as an employee of an early stage startup

5. Experience in motivating high potential teams through coaching techniques based on clear objectives and execution

6. Experience in applying user-centred design approaches in the development and implementation of programs

7. Highly developed relationship building skills, including the ability to find potential partners and mentors, motivate people to support a project or initiative and nurture ongoing relationships

8. Highly developed evaluation and reporting skills including demonstrated ability to quickly report on outcomes and deliver information in a way that tells a meaningful story to the intended stakeholders

9. Excellent interpersonal and communication skills, including experience in developing professional communication documentation and delivering effective presentations

OTHER JOB RELATED INFORMATION

• Travel to other campuses of the University may be required
• There may be a requirement to work additional hours from time to time
• There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.