



# Senior Business and Engagement Officer

<b>Department/Unit</b>	Arts Research and Business Development
<b>Faculty/Division</b>	Arts Faculty Office
<b>Classification</b>	HEW Level 7
<b>Work location</b>	Clayton campus
<b>Date document created or updated</b>	April 2018

## 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](http://www.monash.edu).

Monash Faculty of Arts is one of the largest, most diverse and dynamic arts faculties in Australia, with particular strengths in the humanities, performing arts, languages and social sciences. We encourage the development of innovative studies that operate at the intersection of traditional academic disciplines. The faculty delivers programs via seven schools and across five campuses, both in Australia and offshore, with courses ranging from undergraduate diplomas and degrees through to postgraduate coursework and research degrees. Monash Arts is justly proud of the research capacity of its staff, who work at the cutting edge in their fields and carry this expertise and enthusiasm into their teaching. To learn more about Monash Arts, please visit [www.monash.edu/arts](http://www.monash.edu/arts).

## Position purpose

The Senior Business and Engagement Officer coordinates the provision of high-quality advice and support to researchers and the Arts Research and Business Development (ARBDO) management team in the areas of business development, research engagement opportunities and impact activities in support of the faculty's strategy. Key to this role is identifying and developing submissions for category 2 – 3 funding while building and maintaining new research and business relationships.

Working closely with the Partnerships and Business Development Manager, this position provides expertise in all areas of research development and engagement ensuring that professional staff and researchers have effective and high quality support in engaging with businesses and organisations to gain the largest impact.

**Reporting Line:** This position reports to, and takes broad direction from, the Partnerships and Business Development Manager

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

## Key responsibilities

1. Provide support and advice to researchers in the development of funding proposals and applications, including budget support, to continue to improve competitiveness and success rates. Lead the development support of small grants from start to finish
2. Under the guidance of the Partnership and Business Development Manager, identify appropriate external research funding opportunities and promote this information to researchers to increase the research funds available to researchers

3. Facilitate the development and maintenance of strategic external partnerships and client contacts, ensuring effective close working relationships that can be leveraged for common outcomes
4. Develop high quality promotional materials and capability statements for a range of audiences. Work closely with the marketing team to ensure that all of the faculty's research and promotional collateral are current and conform to the faculty and University requirements
5. Monitor and provide timely reports on engagement and impact of research activities within the faculty, benchmark the faculty against other identified national and international comparators
6. Keep up to date and provide advice to the faculty on developments in government policy and strategy on research, and engagement and impact
7. Work closely with the Manager, Research Quality and Performance to coordinate the Faculty of Arts research engagement and research impact submission to the Australian Research Council including data collection/collation, and report and materials development, in order to produce high quality successful submissions
8. Develop and deliver targeted training materials for professional staff and researchers to support effective and compelling research proposal development, including support to write impact and engagement narratives within research applications, research reports and as part of the Faculty's research dissemination activities
9. Work with the broader ARBDO team to monitor, implement, review and improve processes in relation to research and business development, engagement and impact activities
10. Ensure compliance, administration and quality assurance management of all funded programs, to ensure activities are in line with the requirements under the University's risk management framework
11. Provide leadership in the fostering of a strong and positive culture, by modelling appropriate values and behaviour at all times

## **Key selection criteria**

### **Education/Qualifications**

1. The appointee will have:
  - a relevant degree and significant subsequent experience working in a higher education research grant environment, with experience in business development or marketing management, or
  - an equivalent, alternate combination of relevant knowledge, training and/or experience

### **Knowledge and Skills**

2. Demonstrated excellent skills and experience in strategic and innovative problem solving in complex environments, using deliberate analysis, judgment and planning to achieve strategic goals
3. Experience in effectively analysing complex information to produce briefs, plans and funding proposals (such as research proposals and marketing plans) with accuracy and attention to detail
4. Copywriting experience in delivering high quality compelling narratives, marketing collateral and reports for external stakeholders, including government
5. Experience in the writing of compelling and effective funding proposals and briefs, that have been tailored to market towards a target audience
6. Demonstrated excellent interpersonal, communication, presentation and training skills. This includes the ability to develop and sustain effective networks with a broad range of individuals and key stakeholders including in research, industry and government environments
7. Proven persuasive and influential negotiation skills in order to achieve successful outcomes
8. Demonstrated ability to lead and work well with internal stakeholders in a professional manner, especially as a member of a cross-functional team and the ability to work flexibly (i.e. autonomously and in small teams)
9. Demonstrated agility and the ability to deliver high quality outcomes, against agreed milestones and performance indicators and within short time frames

## **Other job related information**

- Travel (e.g. to other campuses of the University) may be required
- There may be peak periods of work during which the 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.