SENIOR ENGAGEMENT ADVISER

DEPARTMENT/UNIT        Industry Engagement
FACULTY/DIVISION       Faculty of Information Technology
CLASSIFICATION         HEW Level 8
WORK LOCATION          Caulfield 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 Faculty of Information Technology aims to lead global IT research and education. Our strong reputation and international profile attracts the best students worldwide and we offer a range of accredited courses that transform our graduates into highly skilled and sought after IT professionals, equipped to work globally. Our research is multi-disciplinary, multi-campus and multi-national, giving us a unique capacity to reach out further and deeper than any other institution in Australia. Our research priorities are both technically ambitious and embedded in everyday life. To learn more about the Faculty and the exciting work we do, please visit www.infotech.monash.edu.au.

The Industry Engagement team’s role is to support the IT Faculty’s strategy to engage with industry to generate research income and increase student engagement.

POSITION PURPOSE
The Senior Engagement Adviser applies end to end high-level commercial and strategic expertise to provide industry connections for research opportunities, in order to support grant applications and collaborative partnerships. This includes providing high quality services such as market research, account management, business development, proposal/pitch coordination, resource allocation, costing preparation, contract management and stakeholder management for commercial outcomes and to support business decision-making and the achievement of strategic objectives. The position works closely with internal and external key stakeholders to deliver research contracts and partnership agreements and to ensure all agreements/engagements meet timeframes, budgets, objectives and quality measures.

The Senior Engagement Adviser is responsible for the development and implementation of plans, policies, processes and KPIs to support the performance and success of their allocated Groups and will support the Industry Engagement team as required when a Faculty-led or University-wide approach is required.
Reporting Line: The position reports to the Industry Portfolio Manager, under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not Applicable

Budget Responsibilities: Not Applicable

KEY RESPONSIBILITIES

1. Contribute to strategic planning and the achievement of business unit and university goals in area of specialisation
2. Manage and co-ordinate the operation of a specialist area or function in accordance with University policies, procedures and strategic priorities
3. Provide expert, specialist advice and/or training to senior management, staff, students, and/or other stakeholders in the area of specialisation
4. Co-ordinate and oversee a work environment of continuous review and improvement of business practices, operational processes and service provision
5. Undertake research, data analysis and management in areas of functional specialisation, including regular business reporting
6. Implement and oversee strategic projects, development and review of policy and procedure, and compliance and quality processes relevant to the area of specialisation
7. Develop and maintain strong partnerships with other relevant business units, functional areas, internal and external stakeholders, including negotiating and managing contracts with external service providers where required

KEY SELECTION CRITERIA

Education/Qualifications
1. The appointee will have:
   • postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
   • extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training

Knowledge and Skills
2. Substantial experience in stakeholder management, negotiations leading to research services contracts, including end-to-end project management and provision of authoritative, expert advice with a focus on customer service excellence
3. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
4. Highly-developed relationship management and consulting skills, including the ability to interact, influence and negotiate with a variety of industry partners and stakeholders (internal and external)
5. Highly-developed analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
6. Excellent interpersonal and communication skills with the ability to provide advice and effectively communicate and present complex information utilising consulting skills and marketing channels
7. Advanced computer literacy, particularly with current business management software packages and their various application capabilities
8. Tenacity, flexibility and commitment to identify opportunities, make connections (internal to the University and external in industry) and deliver commercial outcomes to the Faculty

9. Extensive knowledge of grant/award opportunities to connect industry and research, along with an understanding of the Linkage application process and the requirements from industry from investment to IP implications

10. Direct experience with large multi-partner research programs and the ability to meet maximise and leverage opportunities for sustainable ongoing partnerships. (CRC’s, Linkage, Multilevel Partner Agreements)

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
• A current satisfactory Working With Children Check is required

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.