



# PARTNERSHIPS AND BUSINESS DEVELOPMENT MANAGER

<b>DEPARTMENT/UNIT</b>	Arts Faculty Office
<b>FACULTY/DIVISION</b>	Faculty of Arts
<b>CLASSIFICATION</b>	HEW Level 8
<b>WORK LOCATION</b>	Clayton campus

## ORGANISATIONAL CONTEXT

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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 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 eight schools and across six 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 our website: [artsonline.monash.edu.au/](http://artsonline.monash.edu.au/).

**The Arts Research and Business Development Office** is responsible for supporting the Dean and Associate Dean Research and the broader Arts community in delivering the outcomes of the Faculty's research and business development strategy. The office provides tailored support including the identification of funding opportunities, proposal and application support, and the collection, collation and reporting of data relating to research performance and benchmarking. The team provides strategic advice to the Dean and the senior management team to facilitate the delivery of the Faculty's research and business development objectives.

## POSITION PURPOSE

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The Partnerships and Business Development Manager is expected to effectively coordinate and contribute to the achievement of the Faculty's key objectives and programs pertaining to its strategic, and research, business, and partnership development.

The position is required to build high-level relationships with key Faculty of Arts stakeholders including the Dean, Associate Dean Research, academic researchers, the Faculty Manager and senior managers, as well as other university staff at central and campus levels. The position will work to develop partnerships with government, business and research-based organisations and groups, as appropriate, in the delivery of the Faculty's objectives and projects.

**Reporting Line:** The position reports to the Group Manager, Research and Business Development under broad direction, working with a degree of autonomy

**Supervisory Responsibilities:** This position provides direct supervision to two staff and oversees at times a team of casual staff

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Lead business development and coordination support in relation to the successful implementation of the Faculty's Research Strategy and business/research and engagement plans particularly with regard to category 2-4 funding. The position is also required to contribute to research and business development strategy
2. Identify new markets, grant and funding and partnership opportunities both at a national and international level
3. Plan and provide high-level support to manage new relationships, initiatives, projects, partnerships and innovative opportunities. Champion and develop appropriate systems and processes to support to these opportunities
4. Alongside colleagues in the Arts Research and Business Development Office, project manage (interdisciplinary) research events and opportunities internally and externally to the Faculty and the University. Represent and promote the Faculty at industry government and the broader community meetings and pursue relevant networking and business development opportunities
5. Facilitate and expedite the review of contract agreements with the Office of General Counsel and Contracts Management Office. This position helps to negotiate contract agreement with external partners
6. Ensure that all activities are conducted in accordance with the Faculty's Legal Compliance obligations, ensuring that appropriate arrangements are in place, in accordance with all faculty and university requirements
7. Build and maintain effective working relationships with all colleagues and key stakeholders across the Faculty, the University and externally, to ensure that outcomes are achieved in a cooperative and constructive manner
8. Develop appropriate materials to promote the Faculties research strengths internally and externally

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - A degree or postgraduate qualification and extensive relevant experience in business development strategic project management in a university or higher education context; or
  - experience of developing University partnerships; or
  - an equivalent alternate combination of relevant knowledge, training and or experience in a tertiary environment

## **Knowledge and Skills**

2. Excellent written communication skills, as well as demonstrated interpersonal communication skills
3. Excellent organisational and time management skills, including the ability to prioritise
4. Demonstrated ability to maintain a high-level of confidentiality, proactively exercise judgment and initiative to identify and rectify problems
5. Demonstrated experience in preparing project proposal budgets, writing strategic plans, project briefs and promotional materials
6. Well-developed conceptual, analytical and evaluation skills, with the ability to develop creative solutions to complex problems and business requirements
7. Experience in project, market and/or social research and contract management
8. Demonstrated ability to develop and sustain effective relationships with a broad range of stakeholders, including senior management, senior academics, legal and other professional services colleagues and external organisations in Australia and internationally
9. Staff management experience with the ability to motivate and develop a high-performance team committed to excellent customer service

## **OTHER JOB RELATED INFORMATION**

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- 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**

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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.