BUSINESS DEVELOPMENT ASSOCIATE

DEPARTMENT/UNIT          Faculty Office

FACULTY/DIVISION         Faculty of Medicine, Nursing and Health Sciences

CLASSIFICATION          HEW Level 7

DESIGNATED CAMPUS OR 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 Faculty of Medicine, Nursing and Health Sciences, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We’ve made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We’re recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the Faculty, please visit www.monash.edu/medicine.

POSITION PURPOSE

The role of Business Development Associate (BDA) is to support the team of Senior Business Development Managers (SBDMs) in the Faculty to drive strategic engagement and business development with industry and government networks for the purposes of income generation and to achieve “impact from innovation” out of the research outcomes and capabilities of the Faculty. This involves primarily supporting the BDMs in identifying and developing partnership/engagement opportunities between industry, and the University (in particular the
Faculty of Medicine, Nursing and Health Sciences). The BDA will also interact extensively with the researchers in the Faculty to identify commercially promising opportunities and new intellectual property. It is expected that the Business Development Associate will work with the BDMs within the Faculty, as well as work collaboratively with the Monash Innovation office and gain exposure to a wide range of industry engagement and commercialisation practices and skills.

**Reporting Line:** The position reports to the Senior Business Development Manager under broad supervision, in consultation with the Director, Commercialisation and Business Development (Life Sciences), Monash Innovation Office of the Deputy Vice-Chancellor and Vice-President (Enterprise) with a dotted line to the Deputy Dean, Research, Faculty of Medicine, Nursing and Health Sciences.

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. **Industry Engagement and Relationship Management**
   - Assist in establishing, facilitating and fostering productive relationships with the corporate sector to create strategic R&D opportunities
   - Assist in the identification of opportunities for research collaboration, joint venture and contract research and other research opportunities that extend the research productivity of the Faculty
   - Identify and assist in building relationships with alternative sources of funding from government, non-government agencies, and the private sector
   - Foster a culture of transparency and cooperation within and between faculties, departments, centres and institutes
   - Utilise robust and reliable costing models to prepare accurate data for contracts under the University costing policy
   - Under supervision and with advice from the University Solicitor, assist in preparation of contracts with engagement partners
   - Work with researchers and BDM’s to identify potential funding opportunities
   - Act as a secondary point of contact and advice for researchers seeking industry and government partners
   - Develop and maintain excellent working relationships with the Research Office, Faculty Research Administrators, the University Solicitor’s Office, Corporate Finance, and with other Business Development Associates and Managers

2. **Intellectual Property Protection and Technology Transfer**
   - Assist in the assessment of invention disclosures from faculty staff through the provision of expert technical due diligence, including searching all relevant academic literature and patent databases
   - Working with Monash Innovation evaluate the commercial potential of inventions using published data, industry/ university contacts and internet sources
   - Working with Monash Innovation to implement marketing and licensing strategies and effectively communicate visions for commercial development to university inventors and potential licensees
   - Working with Monash Innovation Identify potential licensees and other commercial partners through targeted search strategies working with multiple BDM’s
• Support a diverse portfolio of projects to maximise opportunities for exploitation
• Maintain accurate records and files to track disclosure cases and potential agreement revenue using the University CRM

3. Promote and communicate the research capabilities and outcomes of the Faculty
• Professionally present projects to potential research partners or sponsors
• Maintain and develop networks and links into industry, the investment community, and relevant government authorities
• Design and prepare suitable promotional material with the assistance of key Monash staff
• Represent and promote the Faculty, industry engagement and commercialisation activities and outcomes to the internal Monash community and to industry, government and the broader community globally

4. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications
1. The appointee will have:
   • A degree in a relevant field with subsequent relevant experience; and
   • an equivalent combination of relevant experience and/or education/training

Knowledge and Skills
2. Demonstrated interest and understanding of purpose and processes for strategic planning and/or research commercialisation
3. Experience in developing plans (such as research, strategic or business) and delivering against agreed milestones
4. Demonstration of initiative and leadership in preparing proposals and presentations, preferably with high scientific or commercial content
5. Demonstrated capacity to think laterally and analyse and understand issues that may require considerable interpretation, and apply knowledge and experience to deliver a solution
6. Strong oral and written communication skills including the ability to relate to both technical and non-technical individuals
7. Ability to develop and sustain effective relationships with a broad range of individuals including senior executives, legal and other professionals, senior researchers; groups; and external organisations
8. Ability to work as an effective member of a team
9. An understanding of technology and knowledge transfer including intellectual property law, contract negotiation and company formation
10. Experience working in a university or other academic research environment
11. A PhD in a relevant technical subject
12. Experience or relevant education in business development, marketing, contract negotiations, alliance management, and intellectual property management and licensing
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

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.