Position Description

Title: Incubator Manager
HEW Level: 8
Faculty/Office: DVC - Corporate Engagement & Advancement
Position Number: TBC
Department/Team: Incubator
Date: November 2017

Position Purpose: To manage the operations of the Macquarie Incubator space, facilitating the promotion and delivery of the Incubator and entrepreneurship programs and its activities, and support client entrepreneurs within the Incubator to build the University innovation community.

ORGANISATIONAL CONTEXT

The Office of the Deputy Vice-Chancellor (DVC), Corporate Engagement and Advancement (CEA) is accountable for achieving the strategic goals for the University with regard to corporate engagement, advancement and the Macquarie University brand.

Macquarie University’s on-campus Incubator develops and runs incubation and entrepreneurship programs for students, researchers and staff from across the university. The Incubator;

- Provides transformative entrepreneur training programs, with academic credit and experiential learning to enable students to create and implement solutions to societal and commercial problems
- Helps startups and entrepreneurs to build innovative solutions for businesses, organizations and the community
- Provides a globally recognised, impactful, entrepreneur program
- Provides training and channels to support research teams to Effectively build and manage relationships with commercialise and attain impact for society

ORGANISATION CHART

[Diagram showing organisational structure with roles and relationships]
# KEY ACCOUNTABILITIES

- In collaboration with the Director, Incubation and Entrepreneurship, develop programs, content and delivery.
- Contribute to the scoping, ongoing development and implementation of the Macquarie Incubator objectives and activities in alignment with the research, learning and teaching and commercialisation frameworks.
- Manage the operations and delivery of Incubator programs ensuring that the Incubator achieves its objectives.
- Build and manage relationships with key internal and external stakeholders including clients, entrepreneurs, funding bodies and the local and international innovation community to engage them in the operation, promotion and identification of opportunities for the Incubator and the University.
- Manage the development and implementation of procedures and processes that ensure the continual effectiveness and efficiency of the Incubator and to improve the client experience.
- Oversee the end to end delivery of Incubator program activities and events, ensuring that stakeholder requirements and program milestones are met.
- Monitor Incubator program expenditure, preparing quarterly reports detailing budgeted program spend against agreed objectives.
- Promote Incubator program events and activities, liaising with Group Marketing where appropriate in the development of content.
- Consult with key stakeholders to identify new funding opportunities to support the implementation of the Incubator objectives and activities.
- Manage and coach the Macquarie Incubator team.
- Identify, analyse and implement solutions aimed at mitigating and managing the risks and issues associated with the Macquarie Incubator and communicate solutions to stakeholders.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification.

# POSITION CONTEXT

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<thead>
<tr>
<th>Reports to:</th>
<th>Director, Incubation and Entrepreneurship</th>
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<tbody>
<tr>
<td>Positions Reporting to:</td>
<td>Direct: 2, Indirect: nil</td>
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<tr>
<td>Key Direct Clients:</td>
<td>Vice Chancellor, DVC, Corporate Engagement and Advancement, Executive Group, Faculties and Offices, Students, PACE Office, Office of Advancement and Engagement, External Academic Organisations and Corporate Partners and other relevant industry associations, Local schools, Local government and councils</td>
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<td>Other Key Relationships:</td>
<td>Property &amp; Security, Group Marketing, Risk and Assurance, Executive Manager, DVC, CE&amp;A, Office of Financial Services, Events Team, Legal</td>
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<td>Budget Accountability:</td>
<td>Delegation $5,000</td>
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<td>Role-specific Conditions:</td>
<td>Work hours may vary to accommodate attendance at work-related functions/events, Criminal check, Working with children check</td>
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<td>Scope and autonomy</td>
<td>Develops and/or modifies programs, processes, systems and/or policies that may impact University-wide projects, process improvements and/or initiatives.</td>
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<td>Problem solving</td>
<td>Draws on own knowledge, experience and expertise to identify, develop and implement new initiatives, processes and programs.</td>
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CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<td>Planning and Execution: Managing time and resources to complete tasks and achieve objectives.</td>
<td>Perseverance: Persevering despite obstacles to ensure tasks are completed</td>
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<td>Communication: Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
<td>Flexibility: Responding effectively to unexpected or changing circumstances</td>
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<td>Service Focus: Making students, staff, alumni and other key contacts and their needs a priority.</td>
<td>Reliability: Meeting commitments and responsibilities</td>
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<td>Relationship Management: Establishing effective working relationships with others.</td>
<td>Interpersonal Impact: Making a positive impression on others in a range of interpersonal contexts</td>
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<td>Influencing and Persuading: Building commitment by convincing others and winning them over to a particular point of view.</td>
<td>Resilience: Dealing effectively with and recovering quickly from setbacks or pressure</td>
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<td>Implementing Systems: Adopting a systematic and organised approach, and developing and utilising guidelines and procedures.</td>
<td>Accountability: Assuming responsibility for making decisions and delivering agreed outcomes</td>
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<td>Setting Expectations: Stating clearly what is expected from others, clearly expressing ideas, and maintaining a precise and constant flow of information.</td>
<td>Integrity: Maintaining confidentiality, discretion and professionalism</td>
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<td>Tracking Performance: Taking nothing for granted and persistently monitoring the progress of activities to ensure they are completed on time.</td>
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### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Degree and relevant extensive experience in business, management or related disciplines
- Computer skills including, Microsoft Office and database suites (Eventbrite, Marketo) with a good working knowledge of social media platforms
- Understanding of innovation and innovation eco systems

### ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of the DVC Corporate Engagement and Advancement portfolio’s functions and structure.
- Knowledge of the DVC Corporate Engagement and Advancement portfolio’s policies, systems, processes and procedures.
- Knowledge of how the University works and how relevant functions across the University interrelate.
- Understanding the external market/context relevant to their areas of expertise/specialisation

### KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.

- Working with a wide range of internal and external stakeholders in multi-faceted, fast-paced and complex organisations.
- Establishing and implementing start-up operations in a complex multi-faceted environment.
- Building, fostering and managing relationships, networks and partnerships.
- Working in a commercial environment with a focus of identifying and promoting opportunities for growth.
- Managing resources, spaces and programs and activities in a fast-paced environment.
- Developing and implementing processes and procedures aimed at providing service excellence in a customer centric environment.
- Developing, designing and delivery of engagement programs, preferably in innovation and/or entrepreneurship settings.
- Managing a diverse team, setting the team’s vision and values and providing leadership.
- Promotion of events and activities via digital channels.