POSİTİON DESCRIPTION

Business Development Associate–Defence

Position Level
Facuity/Division
Position Number
Original document creation

Level 7/8 (Broadbanded)
UNSW Canberra at the Australian Defence Force Academy
500039
10/09/2021

Position Summary

UNSW is one of the top 60 universities in the world, with a 7,000-strong research community and more than 40,000 domestic and 23,000 international students.

The UNSW Defence Research Institute, based at UNSW Canberra, was established in February 2018 to unify UNSW’s defence-related research capabilities in support of the national security agenda, to lead UNSW’s engagement with Australian and allied defence and security agencies, and to position UNSW as a global leader in defence and related research.

UNSW Canberra is a university college of the University of New South Wales, with a unique focus on defence and security research and education. UNSW Canberra undertakes defence-focused research and offers high-quality undergraduate and postgraduate programs and professional short courses in a range of disciplines within arts, business, engineering, IT and science.

The Business Develop Associate–Defence will assist the University’s Defence Business Development Manager, and the broader UNSW Defence Research Institute team, to develop and close research partnerships and related business deals. The Business Develop Associate–Defence will work closely with colleagues in UNSW’s other major research initiatives including cyber, space and AI, and our Division of Research & Enterprise.

The Business Develop Associate–Defence reports to the Defence Business Development Manager.
Accountabilities

Specific accountabilities for this role include:

At Level 7

- In consultation with the Defence Business Development Manager, support the achievement of UNSW Canberra and Defence Research Institute KPIs through:
  - The development of strong collaborative relationships with UNSW academics and deep awareness of UNSW’s research capabilities in relevant domains
  - The establishment of strong and collaborative relationships with external stakeholders and the provision of support to industry engagement activities including conferences, events and meetings
  - Deep awareness of relevant funding/contracting mechanisms and schemes
  - Assisting with execution of NDAs, statements of work, contracting and other partnering documents
  - Support to proposal development, tenders, and project pricing activities
  - Support to developing academic collaborations.
- Develop promotional material and marketing collateral for UNSW technologies, capabilities and facilities.
- Contribute to the creation of media content for use in publications and websites or any other medium.
- Identify capability and IP with potential commercial value and validate the opportunity via discussions with the BDM team, inventors, potential industry partners and other networks.
- Assist with the management of IP disclosures including the creation of foundation documents, review meetings with inventors, recommending patenting, invention and market analysis.
- Undertake market reviews including competitive landscape analysis, licence deal comparables and technology reviews.
- Work with the business development, contract management and legal teams to support deal structuring and commercial negotiations.
- Contribute to strategy setting, project planning and management (including goal-setting, scheduling, budgeting and reviews), and continuous improvement initiatives (such as policy reviews and procedure updates).
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health & safety of yourself or others.

At Level 8 – in addition to Level 7 above:

- Contribute substantively to all aspects of the work of the UNSW Defence Research Institute in consultation with the Defence Business Development Manager.
- Provide high level advice on business development activities, including playing a leading role in the development, implementation, evaluation, and enhancement of agreement drafting functions.
- Independently manage IP disclosures including the creation of foundation documents, review meetings with inventors, recommending patenting, invention and market analysis.
- Independently secure and execute template agreements.
- Negotiate contract terms under the guidance of Defence Business Development Manager.
- Establish, grow and maintain an extensive networks of contacts in relevant industry sectors both within Australia and internationally.
- Independently plan and lead strategy setting, projects (including goal-setting, scheduling, budgeting and reviews) and continuous improvement activities (such as policy reviews and procedure updates).
- Provide strategic advice to senior academic and develop and deliver training to academic and professional staff in UNSW schools and faculties.
- Advise on and have substantial influence over the establishment of priorities, programs and/or budgets (formulation and expenditure) for assigned client accounts.

Skills and Experience

At level 7
- A tertiary qualification in a relevant discipline or an equivalent level of knowledge and experience gained through a combination of education, training and experience.
- Knowledge and/or experience in (or the ability to rapidly acquire the skills required to) identify and manage new technology, IP and commercialisation activities.
- Experience using and maintaining a CRM system and/or other relevant business information systems including obtaining, analysing and preparing complex statistical data and other information in a way that enables effective decision-making.
- Experience developing, documenting, reviewing and promoting compliance with policies and procedures.
- Experience setting priorities and monitoring workflows and systems in an assigned area of responsibility.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

At Level 8
In addition to Level 7 skills and experience:
- Demonstrated experience in identifying and securing patent protections; and structuring and delivering research contracts, IP and commercialisation engagements and transactions.
- Experience preparing detailed correspondence and presentations including reviewing and drafting contracts and other legal documentation.
- Extensive relevant networks and experience in engaging with industry and managing external stakeholders.
Progression criteria

Progression to a higher level within a broadbanded position is not automatic and requires support of the supervisor and approval by Senior Management.

The following is required before progression can be approved:

- Work at Level 8 is available and required by the work unit on an ongoing basis.
- Criteria for progression to Level 8 will be based on satisfactory performance of all responsibilities and behaviours at Level 7, and a demonstrated capacity and ability to take on the responsibilities and the behaviours of the position at Level 8.
- The incumbent will be expected to have been at the top step of Level 7 for 12 months prior to progression to Level 8.

Pre-employment checks required for this position

- Qualification Check
- Criminal History Check
- Identification Check

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This Position Description is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.