POSITION DESCRIPTION

Business Manager (Torch Innovation Precinct)

Position Level 8
Faculty/Division Division of Research & Enterprise
Position Number 00097602
Original document creation October 2021

Position Summary

The UNSW Torch Innovation Precinct is a high priority initiative under the UNSW 2025 strategy. It will bring together industry, SMEs, entrepreneurs, investors and policy makers from Australia, China and beyond and will be a premier destination for entrepreneurship showcasing Chinese and Australian collaboration. The Precinct will be a phased development over 10 years consisting of securing more than A$300M in knowledge exchange income from Chinese industry partners.

The Business Manager (Torch Innovation Precinct) will provide support to the Head of Torch in organising, attending and following up industry delegations and UNSW research roadshow events that help build and develop industry partnerships. The incumbent will also oversee existing and new Torch research projects ensuring milestones and deliverables are met on time and managing partner relationships.

This position is required to deal directly with and/or work closely with UNSW researchers, including early-career, mid-career and experienced academics, Research Strategy Office, Research Grants and Contracts (RGC), Finance, Legal Office and other internal stakeholders, external industry organisations and Australia/China government and non-government funding bodies at the state, national and international level.

The role of Business Manager (Torch Innovation Precinct) reports to the Head of Torch and has no direct reports. Chinese language and interpreting skills will be very important and mandatory.

Accountabilities

Specific accountabilities for this role include:
- Contribute to the management of the overall Torch Innovation Precinct including executing and leading individual research projects.

- Strategically target potential partners to initiate partnerships and research collaborations, and facilitate their interactions with relevant UNSW stakeholders.

- Establish and nurture strong working relationships with relevant stakeholder groups, including tracking budgets, reporting on progress, preparing bilingual marketing collaterals for both internal and external audience, oversight of the implementation of development plans that integrate communication, milestones and liaising with key stakeholders.

- Coordinate and lead meetings, workshops and other project related activities effectively, including supporting meetings of the China Project Oversight Committee with accurate and timely distribution of agendas and minutes, and following up on actions arising.

- Strengthen and expand relationships with Torch partners to increase the impact of UNSW research outcomes and technologies, in the relevant focus area.

- Manage and develop a database of potential Chinese industry research and commercialisation partners with activities including, research, analysis and report writing.

- Provide high-level support to the Head of Torch to organise incoming and outgoing delegations and other flagship events relevant to business development, including identification of researchers suitable to collaborate with prospective partners and to ensure proactive follow up to convert them to actual partners.

- Initiate and drive development of the Torch ecosystem, including setting up student internship programs with Chinese partners.

- Provide expert strategic advice to the Head of Torch and Director, Knowledge Exchange in relation to responses to geopolitical tensions between Australia and China and its impact to the Torch Program.

- Provide project management support to researchers with existing and future contracts including on time delivery of milestones and reporting. Work closely with the contracts team and post-award team in RGC.

- 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 and safety of yourself or others.

**Skills and Experience**

- Tertiary qualifications in a relevant area with demonstrated experience in research management and industry relationships. Research commercialisation experience in the field of clean technologies (zero emissions) and familiarity with UNSW research capabilities is highly desirable.

- Extensive knowledge and experience of the research environment in the higher education sector and/or industry R&D environment in Australasia.

- Extensive project management experience in a major research, industry or Government portfolio, including a significant track record of achievement in successfully implementing large scale industry projects.
• Proven high level research, analysis and report writing skills, including literature searches, data analysis (qualitative and quantitative) and summarising findings.
• High-level organisational skills and ability to work effectively and efficiently in a team environment.
• Demonstrated ability to prioritise own workload to ensure timely delivery of projects.
• Excellent interpersonal and communication (both written and verbal) skills with the ability to build and sustain effective collaborative professional relationships.
• Outstanding negotiation, consultation and research management skills, including an ability to exercise initiative, tact and discretion in dealing with highly sensitive and confidential matters.
• Experience in reviewing, drafting, and negotiating agreements for contract research/consulting projects including scoping and pricing.
• Demonstrated evidence of complex contract management experience ensuring on-time and on-budget delivery of milestones.
• Chinese language and interpreting skills are essential.
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

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 template 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.