POSITION DESCRIPTION

Business Development Associate

Position Level	7/8
Faculty/Division	DVC-Research and Enterprise
Position Number	ADMIN ONLY
Original document creation	November 2023

Position Summary

The Business Development Associate within Business Development and Commercialisation, is focused on developing and closing technology and R&D related business deals including research partnerships (contract, collaborative, consulting) and IP commercialisation (licenses, spinouts/start-ups, Intellectual Property), based on UNSW knowledge and capability. The team is comprised of a diverse range of sector expertise to facilitate the attainment of the University's knowledge exchange goals. These sectors are broadly grouped under Engineering & ICT, Physical Sciences, Life Sciences and Humanities & Social Sciences.

The Business Development Associate (BDA) works closely with the Business Development and Commercialisation team to support the identification and validation of business development and commercialisation opportunities; undertaking marketing of UNSW capabilities and technologies with the greatest potential to generate return; identifying and engaging potential external partners; and structuring, negotiating and closing deals.

The role of Business Development Associate reports to the Senior Business Development Manager and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

Level 7:

IP and Commercialisation:

- 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 – in consultation with line manager.

- Undertake market reviews including competitive landscape, prior art checks, license deal comparables and technology reviews.

- Work with the Business Development Manager, contract management and legal teams to support deal structuring and commercial negotiations.

Research Engagement:

- Identify and support researchers in developing and establishing research projects with external parties.

- Provide support with proposal development, tenders, and project pricing calculations.

Technology Marketing and Partner Identification:

- Develop a productive network of existing and potential partners.

- Market technologies to prospective partners and build relationships that will lead to potential deals.

- Developing promotional material and marketing collateral for UNSW technologies and capabilities.

- Develop and maintain up to date content for the UNSW website.

General:

- Support the management of confidential information and associated agreements.

- Provide regular management reporting on the status of activities and progress towards KPIs.

- Actively use and maintaining the University's CRM and IP Management systems.

- 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.

Level 8 (in addition to level 7 criteria):

- Independently manage IP disclosures including the creation of foundation documents, review meetings with inventors, recommending patenting, invention, and market analysis – under the guidance of line manager.

- Independently secure and execute template agreements.

- Negotiate contract terms under the guidance of line manager.

- Lead engagements with industry and end users to deliver knowledge exchange transactions.

- Establish, grow, and maintain extensive networks of contacts in relevant industry sectors both within Australia and internationally.

Skills and Experience

Level 7

- A relevant tertiary qualification in a scientific or engineering discipline (desirable) or an equivalent level of knowledge and experience in a technical area gained through any combination of education, training and experience.

- Knowledge and experience in the identification and management of new technology, IP and commercialisation

- Experience in marketing and promoting new technologies.

- Relevant networks and experience in engaging with industry and external stakeholders.

- Demonstrated success working effectively and collaboratively on initiatives with a range of people at different levels within an organisation.

- Proven ability to work effectively with minimal supervision, including setting own workflow and priorities.

- Excellent written and verbal communication skills and the ability to liaise effectively with all levels of internal and external stakeholders.

- Computer literate with strong experience in Microsoft Office applications and databases (e.g. IP Management and CRM)

- 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.

Level 8 (in addition to level 7 criteria):

- Demonstrated experience in structuring and delivering IP/Commercialisation engagements and transactions.

- Demonstrated experience in structuring and delivering research engagements and transactions.

- Demonstrated experience with identifying and securing patent protection.

- Extensive relevant networks and experience in engaging with industry and external stakeholders.

- Demonstrated skills in managing a range of stakeholders to deliver outcomes.