

POSITION DESCRIPTION

Position Title	Senior Business Development Officer		
Organisational Unit	Office of the Deputy Vice-Chancellor Research		
Functional Unit	Research Office		
Nominated Supervisor	Manager, Research Grants		
Higher Education Worker (HEW) Level	HEW 8	Campus/Location	North Sydney (MacKillop)
CDF Achievement Level	1 All Staff	Work Area Position Code	13990
Employment Type	Full-time, Continuing	Date reviewed	September 2017

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor (Research)
- Deputy Vice-Chancellor (Students, Learning and Teaching)

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at www.acu.edu.au.

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

ABOUT THE OFFICE OF THE DEPUTY VICE-CHANCELLOR RESEARCH

The Deputy Vice-Chancellor (Research) portfolio, headed by the Deputy Vice-Chancellor (Research), is responsible for the University's research strategy, policies, governance, organisational reporting, research-related committees, and research activities undertaken by the faculties, schools, and research Institutes and individual staff performance.

The Office of the Deputy Vice-Chancellor (Research), collaborates with the faculties in implementing the strategic research direction of the University and provides the financial and administrative framework to support research excellence. This includes supporting researchers in the submission of external grant applications, research ethics approvals, research contracts and post-award management, and through research training workshops including HDR supervisor training. The financial and administrative functions aim to foster excellence in research and raise the research profile of the University.

POSITION PURPOSE

The Senior Business Development Officer will be responsible for working closely with academic research staff across the University to identify, develop and promote opportunities for external collaboration, with a focus on both utilising and diversifying external research income and opportunities. The Senior Business Development Officer will actively manage these partnerships and related work through a life-cycle approach. The Senior Business Development Officer will offer high-level professional and administrative process development and support, assisting in the implementation of new strategic engagement and research plans, and coordinating the ongoing administration of commercial relationships between the University and key business, government and community stakeholders.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Develop and implement a strategy to increase and manage ACU research collaborations with industry, government and community agencies.	<ul style="list-style-type: none"> • Apply Commercial Acumen • Adapt to and Lead Change • Deliver Stakeholder Centric Service 				✓
Recognise, develop, secure and administer contract research, consultancy and other innovative commercial opportunities, including tenders.	<ul style="list-style-type: none"> • Apply Commercial Acumen • Make Informed Decisions • Deliver Stakeholder Centric Service 				✓
Submit proposals for a variety of commercial opportunities to increase sponsored research revenue for ACU.	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Communicate with Impact 				✓
Establish and maintain an in-depth understanding of ACU research capabilities and aligned interests particularly in relation to the ACU core values to inform the identification of potential opportunities and partnerships.	<ul style="list-style-type: none"> • Apply Commercial Acumen • Deliver Stakeholder Centric Service 				✓
Actively manage ACU's commercial partnerships and related work from inception to completion and beyond to future opportunities.	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Apply Commercial Acumen 				✓
Act as the first point of contact for all funding agencies and other university research offices with regard to both potential and current commercial activities.	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Apply Commercial Acumen 	✓			
Work collaboratively with the Research Grants Contracts Manager to develop business-related agreements as well as ensure a collaborative approach to all activities within the Research Office.	<ul style="list-style-type: none"> • Collaborate Effectively 	✓			

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Administer business-related information to the Research Finance Manager for the effective financial management of externally funded business partnerships.	<ul style="list-style-type: none"> Collaborate Effectively 	✓			
Develop adequate pre- and post-award processes in relation to business opportunities, to provide a strong reference point for the Research Grants Team in performing their duties and delivering a consistent service.	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Apply Commercial Acumen Make Informed Decisions 	✓			
Provide expert advice and interpretation to all stakeholders regarding eligibility, rules, guidelines, as well as pre- and post-award conditions to maximise funding success and maintain funding compliance across all relevant business and partnership opportunities.	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Apply Commercial Acumen Make Informed Decisions 				✓

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Implement new processes to secure and appropriately manage suitable commercial opportunities with research partnerships.
- Maintain currency of University policy and procedures in response to changing/new legislation/industry requirements when facilitating researcher engagement in opportunities for external collaboration.
- Implement effective processes to ensure appropriate approvals are acquired, accurate information is entered into commercial applications and reflected in research management systems, and tight deadlines are met.

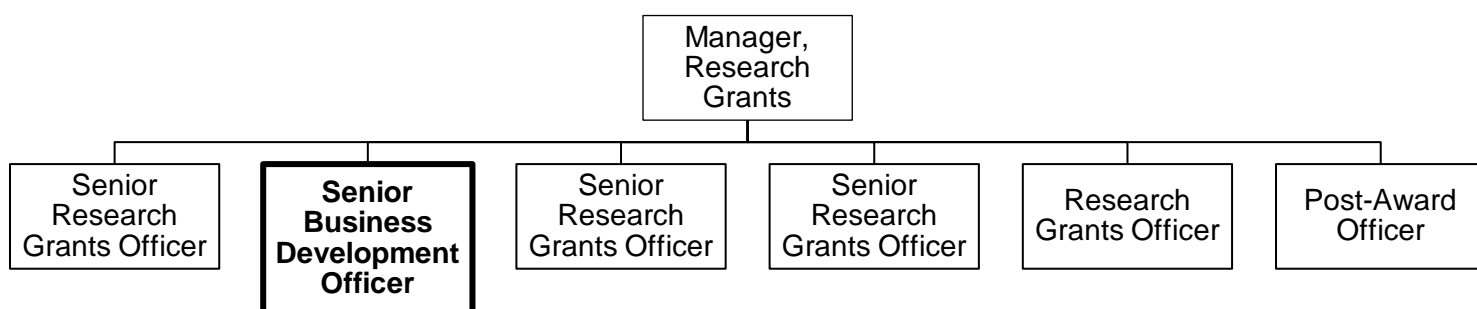
Decision Making / Authority to Act

- The position holder has substantial autonomy in the day-to-day management of complex problems, offering support and administrative services and must make decisions using initiative, knowledge, and judgment to achieve broadly directed outcomes.
- The position holder gives advice and recommendations on process improvements to the manager in response to various stakeholder requirements.
- The position holder recommends process improvements with a focus on accuracy and efficiency.

Communication / Working Relationships

- The position holder is required to communicate and collaborate across the University, with external organisations and with academics and professionals from other Universities to coordinate collaborative initiatives and secure research opportunities/funding.
- The position holder communicates internally with staff and externally with other stakeholders and is responsible for communicating policies, procedure, initiatives and direction consistent with guidelines and relevant legislation to those delivering the services.
- The position holder liaises with internal and external stakeholders including to arrange meetings and to give and receive information relating to commercial research opportunities. The position holder also manages phone enquiries from other organisations and staff members.

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Completion of a postgraduate qualification and with relevant experience, or an undergraduate degree with a combination of experience in relevant fields as required by this position.
2.	Demonstrated experience in facilitating the securing and management of research funding from external organisations, including but not limited to, coordinating and meeting application, guideline, agreement requirements and deadlines, and providing/communicating accurate advice on related matters clearly to a variety of stakeholders.
3.	Demonstrated ability to prioritise tasks and manage conflicting deadlines, and to work independently at the local level and as a member of a team to meet internal and external targets and deadlines.

Core Competencies (as per the [Capability Development Framework](#))

4.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
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5.	Demonstrated understanding of the business environment in which ACU operates and the ability to apply commercial acumen to seize opportunities that improve organisational viability
6.	An ability to display openness and flexibility in work approach when faced with obstacles and think creatively when implementing business solutions.
7.	An ability to take personal accountability for achieving high quality outcomes, keeping stakeholder interests at the core of business decisions in order to achieve organisational objectives and service excellence.

Other attributes

8.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
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