



POSITION DESCRIPTION

Research, Innovation and Commercialisation
University Services

Partnerships Officer

POSITION NO	0039087
CLASSIFICATION	PCS 6
SALARY	\$79,909 - \$86,497 per annum
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full time (1.0 FTE) Continuing
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Kevin Orrman-Rossiter Tel +61 3 8344 1539 Email kevin.orrman@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:

<http://about.unimelb.edu.au/careers>

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy at <http://about.unimelb.edu.au/strategy-and-leadership>.

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

RESEARCH, INNOVATION AND COMMERCIALISATION

Research, Innovation and Commercialisation (RIC) provides targeted services and commercial expertise that supports the smooth management of research and the growth of external commercial engagement. RIC provides services in four clusters:

- Research, Innovation and Commercial Engagement supports the development of the research and commercial engagement funding streams, supports academics in strategic engagement with external commercial partners, assesses technologies for IP protection and development, and manages IP and licensing portfolios. The team, particularly those in the business development group, works in collaboration with academic divisions, chancellery and the broader community.
- Major Initiatives, Contracts and Grants provides strategic planning, legal and innovation support for major initiatives through proposal and tender planning and development for major

initiatives; and manages the processing of grants and contracts, providing compliance and risk advice and contract management, acting as single key points of contact for grants of all types.

- Teaching and Learning manages an award and non-award course portfolio, providing program management including planning, financial management, logistics, end to end student management, performance reporting and evaluation.
- Research Ethics and Integrity provides expert advice, guidance and training to facilitate the ethical and responsible conduct of research. We partner with academic divisions and Chancellery to support seven key areas of governance and oversight: research integrity, human research ethics, animal ethics, gene technology, biorisk management, animal welfare and export controls.

ABOUT THE ROLE

Position Purpose:

The Partnerships Officer supports the management of the University's strategic partnerships with industry, government and other public and private sector organisations in order to grow the impact and benefits of these collaborations. These partnerships are underpinned by the objectives of the Research@Melbourne Strategy. Reporting to the Business Development and Partnerships Support Lead, the Partnerships Officer provides administrative and ongoing coordination support to the Business Development team within the Research, Innovation and Commercialisation (RIC) portfolio and to Chancellery and the Academic Divisions. The responsibility level required for each partnership will vary and may range from administrative support through to account management.

Reporting line: Business Development and Partnerships Support Lead

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: 0

Key Dimensions and Responsibilities:

Task Level: Moderate

Organisational Knowledge: Significant

Judgement: Moderate

Resource Management: Moderate

Operational context: Chancellery, Academic Divisions

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at

<http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Carry out all administrative requirements relating to the designated research partnerships, customer projects and external collaboration activities
- Attend relevant partner and customer governance, council and steering committee meetings (this may involve arranging the meetings and providing secretariat support).
- Provide briefing reports, prepare agenda papers and distribute where required.
- Conduct monitoring, reporting and benchmarking of stakeholders and markets where required.
- Provide capability mapping of external partners and potential partners to UoM areas of strategic focus as requested.

- Ensure that Partnership and customer information is recorded and updated in the designated CRM
- Liaise with relevant academic and professional staff of all levels across the University and externally
- Carry out all responsibilities and provide all services in alignment with the University's Strategic Relationship strategy
- Undertake general administrative tasks including document and correspondence preparation, and filing through the University's Central Records system.

Selection Criteria:

Education/Qualifications

1. The appointee will have: Completion of a degree, with subsequent relevant experience

Knowledge and skills:

2. Experience in the provision of broad and high-level administrative support and coordination in a complex environment
3. Prior experience in relationship management and ongoing operations or project management OR Demonstrated ability to take the lead on communication and relationship management in the context of the role
4. Excellent written communication skills, able to independently generate activity analysis, reports, and general correspondence for external parties and internal stakeholders
5. Strong time management and organizational skills, with the ability to prioritise tasks and exercise strong attention to detail
6. Demonstrated ability to use initiative, exercise sound judgement and undertake routine tasks with minimum supervision, seeking advice where required
7. Demonstrated success in working to and with senior staff, displaying diplomacy, discretion and confidentiality
8. Demonstrated capacity to work effectively as a member of a small professional team committed to quality service to internal and external clients

Desirable:

9. Experience with assisting in the management of research partnerships