



## POSITION DESCRIPTION

**Translating Research at Melbourne (TRaM)**  
Faculty of Business and Economics

### Program Manager, Translating Research at Melbourne (TRaM) Program

<b>POSITION NO</b>	0045556
<b>CLASSIFICATION</b>	PSC 8
<b>SALARY</b>	\$99,199 - \$107,370 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full time (1.0 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed-term position available for 3 years
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Dr Simon Wilkins, Director TRaM Program Email <a href="mailto:simon.wilkins@unimelb.edu.au">simon.wilkins@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Program Manager is responsible for advancing the vision and mission of the Translating Research at Melbourne (TRaM) Program. Working closely with the Program Director, the Program Manager is expected to create and deliver consistent, and high-quality training and development for all teams and participants across all TRaM programs in order to help TRaM develop the entrepreneurial capability of researchers.

In addition, the Program Manager will work as part of a high performing team, empowering the team to work independently and achieve success, assist the Faculty and Advancement to secure funding and partnerships to meet TRaM's strategic objectives and ensure that the program is equipped with the critical capabilities (people and infrastructure) to achieve its strategic goals and make its values real.

### ***1. Key Responsibilities***

#### **1.1 PROGRAM STRATEGY AND DESIGN**

- ▶ Work with the Director to evolve TRaM strategic planning and programming in line with organisational strategy and objectives
- ▶ Design and deliver effective research entrepreneurial training using proven, evidence-based methodologies and frameworks that recognise and anticipate both the current and future research training landscape and requirements
- ▶ Set up and maintain feedback systems for programs, monitor program quality and efficacy, and identify and implement improvements as appropriate
- ▶ Prepare training programs and approaches for scale, ensuring efficiency and effectiveness

#### **1.2 PROGRAM DELIVERY AND OPERATIONS**

- ▶ Manage the day-to-day operations of TRaM programs and training
- ▶ Lead and facilitate the delivery of training and development for all TRaM participant teams and be accountable for outcomes
- ▶ Oversee the recruitment and selection process for TRaM program participants
- ▶ Tailor curriculum and adapt the curriculum for programs and participants
- ▶ Facilitate business coaching for program participants, utilising customer insight and analysis to guide participants to think commercially about their research
- ▶ Arrange for external stakeholders to support and enhance program delivery as appropriate
- ▶ Collect, collate and analyse program metrics and alumni outcomes that support operational improvement and stakeholder engagement
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

### 1.3 RESOURCE MANAGEMENT

- ▶ Manage the research training and operations budget with reference to programming needs and objectives
- ▶ Work closely with the Finance Director, Faculty of Business and Economics (FBE) and TRaM Director, to ensure TRaM's programming aligns with timing, budget, and strategic needs

### 1.4 RELATIONSHIP MANAGEMENT AND COLLABORATION

- ▶ Support and promote TRaM program participants and alumni through relevant internal/external forums and networks
- ▶ Champion the TRaM program and promote its vision, mission and strategy to key internal and external stakeholders
- ▶ Proactively encourage active collaboration among MAP, Wade Institute, NASDAQ Entrepreneurial Centre, and other Entrepreneurial activities across the University in order to support the creation of an enterprise-wide entrepreneurial ecosystem
- ▶ Build and maintain effective working relationships with key stakeholders across the wider university and the Faculty of Business and Economics
- ▶ Lead by example in driving an organisational culture focused on excellence

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or an equivalent combination of relevant experience and/or education/training in a similar management role within a public, private or tertiary sector organisation
- ▶ Demonstrated and practical innovation and entrepreneurial experience and insight
- ▶ Strong strategic planning, implementation and project management skills with the ability to quickly adapt in a rapidly evolving, external competitive environment
- ▶ Proven experience in staff management and leadership in a collaborative environment
- ▶ Highly developed stakeholder management skills, with demonstrated experience in managing internal relations in a large consensus-based organisation, as well as external relations including; government, industry and/or other academic institutions
- ▶ Demonstrated experience in research translation and intellectual property commercialisation, including the ability to work effectively with both academics and professional staff to achieve significant outcomes for an academic institution
- ▶ Demonstrated success in leading and facilitating training activities and/or programs
- ▶ Excellent written and oral communication skills with the proven ability to prepare and present compelling material that engages and influences a wide range of internal and external stakeholders including; staff, senior academics, senior members of the business community and government

### 2.2 DESIRABLE

- ▶ Experience in business case development and principles of successful capital raising

- ▶ Demonstrated understanding of the University environment and research/higher education issues
- ▶ Knowledge and experience with entrepreneurial frameworks and methodologies for the training and development of research entrepreneurship
- ▶ Effective deep-tech entrepreneurial ecosystem networks, both within Australia and internationally

### ***3. Job Complexity, Skills, Knowledge***

#### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The Program Manager will report directly to the TRaM Program Director, but will be expected to work on a day-to-day with a very high level of autonomy. This will include liaising on behalf of the program and University with the most senior levels of academia, business and government. The incumbent will routinely make independent decisions in response to a variety of sensitive and important matters, with minimal supervision from the Director.

#### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The Program Manager is expected to provide operational leadership and strategic insight, which will require the ability to exercise good judgment and manage highly complex issues and situations with discretion and sensitivity. High-level problem-solving skills are also required, including the ability to analyse, formulate and propose creative and appropriate solutions to non-routine issues that may require modification of existing systems, or the introduction of new policies and procedures. Judgement and advice will concentrate on meeting the strategic needs of the University, and forward planning and strategic decision-making, involving landscape evaluation and identification of the priority issues to be resolved, often in the midst of conflicting interests and opinions amongst stakeholders.

#### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The Program Manager is expected to have, or be able to demonstrate the capacity to quickly adopt and apply a broad understanding of the pertinent University rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions and services for the effective implementation and successful outcomes of TRaM's deliverables. The incumbent is also expected to possess a strong familiarity with the key elements of the innovation and entrepreneurial ecosystem and best practice approaches to fostering novel, disruptive businesses based on university research.

#### **3.4 RESOURCE MANAGEMENT**

The successful applicant will have first responsibility for TRaM's research training operations and budget. They will provide advice to the Director on the resourcing requirements necessary to ensure the successful, on-time implementation and delivery of TRaM's programs and activities.

The incumbent will also manage the TRaM Program Coordinator, and will need to work closely with the TRaM Marketing & Communications Manager.

### 3.5 BREADTH OF THE POSITION

The position requires interaction with a wide range of personnel, ranging from entrepreneurs, established business leaders, foreign and local dignitaries, senior academics, graduate students and professional staff from The University of Melbourne and other institutions.

To this end, the incumbent will be required to have high-level capacity for engagement and negotiation with such personnel for mutual benefit and facilitation of TRaM strategic objectives.

## 4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

## 5. *Occupational Health and Safety (OHS)*

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.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## 6. Other Information

### 6.1 ORGANISATION UNIT

<http://www.carltonconnect.com.au/tram>

Established in 2016, the Translating Research at Melbourne (TRaM) program is a key Activation Initiative of the University of Melbourne's Enterprise Strategy, hosted within the Faculty of Business and Economics' Melbourne Entrepreneurial Centre. TRaM's focus on teaching research entrepreneurship to researchers and their collaborators, positions the University of Melbourne as a leader in professional development of researcher entrepreneurial capacity. To date, 17 teams have been selected to participate in TRaM training programs, leveraging a Lean Launchpad-based curriculum and additional experiential training approaches to accelerate their commercial awareness and success.

### 6.2 BUDGET DIVISION

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

#### Organisational Structure

The Faculty is home to Melbourne Business School (MBS) and to six teaching and research departments:

- Accounting
- Business Administration
- Economics
- Finance
- Management and Marketing
- Melbourne Institute of Applied Economic and Social Research

The Faculty has the following student and academic support centres:

- Academic Support Office
- Student Employability and Enrichment
- Research Development Unit
- The Williams Centre for Learning Advancement

The Faculty is supported by the following Professional Services Units:

- Finance
- Human Resources (including OHS)
- Marketing and Communications

Service Level and Facilities Management  
Quality Office

### Our Programs

There are about 9,500 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

### Our Graduates

Since the Faculty was established it has produced over 53,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at [www.fbe.unimelb.edu.au](http://www.fbe.unimelb.edu.au).

## 6.3 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 employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

## 6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and

reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>