POSITION DESCRIPTION

THE UNIVERSITY OF MELBOURNE

Australian Mathematical Sciences Institute
Faculty of Science

Business Development Advisor - STEM

POSITION NO	0044455
CLASSIFICATION	PSC 6
SALARY	$79,910 - $86,499 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed-term to 31 December 2018
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Cate Ballard Tel +61 3 9035 5037 Email cate@amsi.org.au *Please do not send your application to this contact*

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

Position Summary

Industry – university research engagement is high on the national agenda. AMSI has been commissioned by the Commonwealth Government to deliver the National Research Internship Program. With a truly national focus and a strong emphasis on women and Science, Technology, Engineering and Mathematics (STEM), the program is providing 1400 PhD internships into industry and agencies from across all disciplines. There is an emphasis on placements in Science, Engineering, Technology and Mathematics. AMSI is committed to progress towards gender equity and to placements in regional Australia.

The Business Development Advisor under the guidance of the National Program Manager, will work closely with members of the business development team to deliver a high-quality program and generate opportuntities from the STEM disciplines. This business development role requires no prior business development experience and will be mentored by senior staff and receive on-the-job training.

The Business Development Advisor should be a self-motivated, independent professional with excellent communications skills and with a fresh research background in a relevant field.

The incumbent will be tasked with engaging with and creating new industry relationships with companies ranging from Small to Medium Enterprises (SME) to large corporates, research institutes and government agencies. Significant components of the role will be to cold call and network, maintain a dedicated database of contacts and achieve specific targets for intern placements.

The candidate will provide business development support and assistance in student engagement to the business development team. In addition, the appointee will work closely with University partners and academic researchers to understand research interests, assisting them to connect with organisations seeking university research expertise through the AMSI Intern program.

The position reports to the National Program Manager and works closely with AMSI staff in the development and coordination of the Intern Program.

Applicants with a PhD in research or postgraduate qualification, will be highly regarded.

1. Key Responsibilities

1.1 BUSINESS DEVELOPMENT ACTIVITY

Under the general direction of the National Program Manager, undertake tasks and initiatives towards growing the AMSI Intern Program:

- Work autonomously on specific projects and closely with senior business development team members to pursue business development activities from STEM discplines such as networking and cold calling on a daily basis and build a new business development pipeline, (this activity makes up around 70% of this role)
- Maintain and develop relationships with key stakeholders including industry and agency partners, academic researchers and university partners
- Work closely with key program partners to generate and execute new collaborative initiatives to drive business growth
- Demonstrated successful negotiation skills and evidence of critical thinking in achieving mutually benefical outcomes

- Participate by way of contribution in strategic business development initiatives including marketing campaigns and special projects as required
- Meet business development KPIs as negotiated with the National Program Manager

1.2 STAKEHOLDER RELATIONS AND INTERNSHIP COORDINATION

Under the general direction of the National Program Manager, the incumbent will undertake various strategic engagement initiatives including:

- Work closely with the faculties of Science and Engineering at the partnering universities on implementing key strategic activities to identify appropriate academics and students for industry interest.
- Assist in the coordination of external partner-focused events and communications, including information sessions and workshops to address the needs of industrial partners and other stakeholders
- Co-ordinate, in a timely manner, the end to end internship process: planning, interviews (industry partners, academic staff and PhD students), identifying delivery outcomes and all relevant paperwork e.g., exit surveys to be completed after commencement
- Manage student and industry expectations through careful monitoring of internship progression to ensure a successful collaboration
- Exercise a duty of care in relation towards the students throughout the internships.
- Handle multiple priorities and demonstrate initiative in managing internships, accounts, projects/ events, to a successful conclusion
- Liaise with prospective students and academic mentors on a weekly basis providing status updates on placement opportunities

1.3 ADMINISTRATION

Under the guidance of the National Program Manager, the successful applicant will undertake various administrative activities including:

- Provide end to end administration support required to Business Develeopment counterpart
- Ensure that all in-house administrative processes and procedures are followed and work closely with the AMSI Intern back office team
- Accurately recording activities in CRM – Salesforce, where appropriate
- Occupational Health and Safety (OHS) responsibilities as outlined in section 5

2. Selection Criteria

2.1 ESSENTIAL

- Completion of a relevant tertiary degree, at either or an equivalent combination of relevant experience and/or education/training in any area of the STEM disciplinesThe ability to communicate effectively with a wide range of stakeholders, including:
  - excellent written and verbal skills with ability to communicate clearly and accuratelyto a variety of audiences using multiple channels
  - sound public presentation skills at client facing meetings, and networking events
- Strong planning and organisational skills Experience in the use of a client database management system and a wide range of business software applications and tools including MS Office suite (particularly Word, Excel, PowerPoint and Outlook)
- Self-motivated and flexible in responding to changing work priorities, with the capacity both to work independently and to work collaboratively and effectively as part of a team
- Demonstrated ability to conduct research in a non-academic setting and a commitment to university-industry collaboration

2.2 DESIRABLE

- Demonstrated ability to contribute to strategic commercial partnerships and to foster strong collaborative and productive relationships
- Experience with industry-based PhD programs or postgraduate internships or PhD qualification in research or related postgraduate qualification
- Business development experience
- Experience with the Salesforce Customer Relationship Management system

2.3 SPECIAL REQUIREMENTS

- A valid driver's licence and access to a vehicle
- The incumbent is required to visit the partnering universities specific to their State, on a weekly basis
- Willingness and ability to undertake frequent regional and domestic travel and flexibility to attend occasional after hours events and meetings to represent the AMSI Intern Program

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent works under the general supervision of the National Program Manager, and is expected to work autonomously with the day-to-day operations of the AMSI Intern Program. The incumbent will be expected to show initiatives contributing to the growth of the program.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will develop and maintain an extensive understanding of the AMSI Intern Program policies and processes.

The incumbent is required to prioritise and schedule work to meet deadlines, whilst juggling competing demands.

The incumbent must interpret the needs of clients, students, AMSI members and others to provide tactful and appropriate service.

The position requires strong organisational and administrative skills, excellent oral and written communication skills, excellent Word and Excel skills using Microsoft Office, and the ability to contribute to the management of the AMSI Intern program.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires sound organisational and administrative skills, highly developed oral and written communication skills, advanced word and data-processing skills using Microsoft Office and the ability to contribute to the management of resources within a complex organisation.

A detailed knowledge of the University's policies and procedures along with the AMSI functions and operation is required to ensure that key responsibilities are executed and key processes are followed. The Business Development Officer will have a thorough knowledge of the AMSI structure and activities, a sound understanding of the mathematical sciences in Australia; and a broad understanding of University structures. The capacity to work with a range of people at different levels within the University, and externally is important.

3.4 RESOURCE MANAGEMENT

All staff are responsible for the effective management of their time and other resources and are expected to suggest ways that the team could more effectively complete its core business without compromising customer service and administrative standards.

3.5 BREADTH OF THE POSITION

As the responsibilities of the position are broad and varied requiring the incumbent to liaise with academics, university staff, students and external visitors to AMSI, the incumbent is expected to acquire and maintain an up-to-date knowledge in all areas relevant to the position.

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 deserve to service 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/topics/responsibilities/

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

6. Other Information

6.1 AUSTRALIAN MATHEMATICAL SCIENCES INSTITUTE (AMSI)

www.amsi.org.au

AMSI is a joint venture partnership of 12 universities with membership made up of an additional 17 universities, 5 Government agencies and 5 mathematical and statistical societies. The University of Melbourne is the lead agent the joint venture.

AMSI was established in November 2002 with initial funding of $1M from the Victorian Government's Science, Technology and Innovation Infrastructure grants program and matching funds from a member consortium of Australian universities and other mathematical organisations.

AMSI's mission is the radical improvement of mathematical sciences capacity and capability in the Australian community.

Since its inception AMSI has developed as a nationally and internationally recognised centre for the mathematical sciences with achievements ranging across:

- Representation of its and the wider mathematical community in communicating the strengths, importance and vital benefits of mathematics and statistics to journalists, university administrators, politicians, public servants and industrialists
- Significant participation in and support of high-level submissions to governments

- Successful organisation of wide-ranging industry-linked activities
- Enhancement of the national level of competency in school mathematics through provision of well researched, well researched, well written mathematics textbooks and teacher resource materials, teacher professional development and electronic teaching aids
- On-going provision of activities at higher education level including postgraduate and specialist courses and workshops

The Australian Mathematical Sciences Institute (AMSI) is located at the University of Melbourne and is a departmental unit in the Faculty of Science. It is situated at Building 161 on the university's main campus in Parkville.

6.2 FACULTY OF SCIENCE

http://www.science.unimelb.edu.au

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia.* Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 50,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs and home to numerous Centres.

Science manages more than $290 million of income per annum, with a staff base in the order of 270 professional staff, and more than 580 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 8,600 undergraduate and 2,440 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately $70 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately $56 million. The annual income from the endowment supports more than 120 prizes, scholarships and research awards.

*Figures from the latest available data for 2015, including published international rankings data.

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