

 **Position Title:** Business Development Manager (Science - SDC)

 **Position Classification:** Level 9

 **Position Number:** 316378

 **Faculty/Office:** Community & Engagement

 **School/Division:** Business Development

 **Centre/Section:**

 **Supervisor Title:** Associate Director, Business Development (Industry)

 **Supervisor Position Number:** 316192

**Your work area**

The Business Development division leads the development and stewardship of relationships with industry, the not-for profit sector, governments and communities that materially benefit the reputation and/or financial position of the University.

Operating in collaboration with the University’s Industry Engagement Board on business development and innovation, the division supports the University’s goals and objectives in the leadership and co-ordination of business development and innovation across the University.

**Reporting Structure**

Reports to: Associate Director, Business Development (Industry).

**Your role**

The Business Development Manager (Science - SDC) will have a significant role in developing and managing a program of activity and portfolio of innovation projects from identification, initiation, implementation and review to close.

**Key responsibilities**

Under limited direction from the Associate Director, Business Development (Industry) direct, plan and manage a program of business development and engagement activities and projects.

Within an agreed strategic framework, provide analysis and reports of existing and emerging industries and markets supporting enterprise, entrepreneurship and industry engagement

Provide a rapid response to short time-frame business development and innovation prototype opportunities through business case and proposal development.

Contribute to the development and implementation of project management including strategic planning and objectives within industry engagement.

Define and manage project scopes, goals and deliverables that support business objectives

Research, collate and formulate information for the preparation of business plans and reports.

Establish and monitor processes to ensure timely project completion and collaborate with a broad range of UWA colleagues on the delivery of UWA business development and innovation projects.

Provide leadership as directed on longer term and strategic projects for the University

Other duties as required.

**Your specific work capabilities (selection criteria)**

Relevant tertiary qualification or demonstrated equivalent competency.

Highly developed analytical, problem solving and organisational skills to effectively plan and implement multiple projects.

Demonstrated industry experience and expertise in industry engagement and project development within the areas of medical, resources, agriculture or major manufacturing.

Excellent interpersonal and verbal communication skills and ability to manage key relationships with internal and external contacts.

Demonstrated ability to develop and deploy project management best practices, policies, procedures and processes and deliver quality outcomes in a limited timeframe.

Excellent written and verbal communication skills and high level consultation skills.

Proficiency in a range of computing skills including spreadsheets, databases, internet, email and maintaining websites and social media platforms.

Ability to work independently, show initiative and work productively in a team environment.

**Special Requirements (selection criteria)**

Interstate travel from time to time

**Workplace Health and Safety**

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

**Equity and Diversity**

All staff members are required to comply with the University’s Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/publications/code_of_ethics>, <http://www.equity.uwa.edu.au>