



# PROPOSAL DEVELOPMENT MANAGER

DEPARTMENT/UNIT	Medicine Nursing and Health Sciences Faculty Office
FACULTY/DIVISION	Faculty of Medicine Nursing and Health Sciences
CLASSIFICATION	HEW Level 9
WORK LOCATION	Clayton campus

## ORGANISATIONAL CONTEXT

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Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The **Faculty of Medicine, Nursing and Health Sciences**, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We've made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We're recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the faculty, please visit [monash.edu/medicine](http://monash.edu/medicine).

## POSITION PURPOSE

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In close collaboration with the Deputy Dean (External Relations) and other members of the External Relations portfolio, the Proposal Development Manager, External Relations is responsible for developing proposals to support innovation-related strategic initiatives, including multimillion dollar projects, across the Faculty of Medicine, Nursing and Health Sciences. This position plays a key role in bringing together capabilities from across the faculty to achieve research and education objectives in partnership with external stakeholders.

**Reporting Line:** The position reports to the Director, External Relations

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

## **KEY RESPONSIBILITIES**

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1. Proactively identify research funding trends in biomedical and medical technologies research and education, and lead the faculty response to exploit emerging opportunities
2. Undertake evaluation and analysis of faculty projects and emerging opportunities, utilising business case methodology to create optimal results for the University
3. Identify interdisciplinary capabilities across the faculty and capabilities within other faculties, including forming, connecting and leading academic teams (researchers) in proposal development to respond to emerging innovation priorities and agendas
4. Convert new funding opportunities by managing, writing and conceptualising written proposal submissions to the external market
5. Lead the successful implementation of projects and funding opportunities with significant autonomy and manage major multimillion dollar grant proposals involving submissions with external organisations
6. Establish and maintain open lines of communication, networks and liaison with internal and external stakeholders including faculty institutes, business development managers, and industry stakeholders
7. Provide high level strategic advice on industry and government engagement
8. Build, develop, and grow relationships vital to the success of the Faculty's funding opportunities
9. Provide operational advice on government processes and government engagement and work collaboratively with colleagues in Government Relations within ERDA regarding high level government engagement

## **KEY SELECTION CRITERIA**

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### **Education/Qualifications**

1. The appointee will have:
  - A postgraduate qualification in business or other related field, with extensive relevant experience, preferably in a biomedical research or industry-related environment or an equivalent combination of relevant experience and/or education/training

### **Knowledge and Skills**

2. Demonstrated experience in writing successful complex proposals and business cases, preferably for multiple stakeholder and/or multimillion dollar initiatives Exceptional planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
3. Highly developed conceptual, analytical and evaluation skills, with the ability to develop creative and commercially sound solutions to complex problems and business requirements with external partners
4. Exceptional written communication skills with the ability to articulate complex or technical concepts in various formats
5. Superior interpersonal communication, leadership and stakeholder management skills, including the ability to liaise, mediate and influence at all levels
6. Experience in or in-depth understanding of the biotechnology or medical technology industries
7. Knowledge of the relevant policies and agendas at State and Federal levels
8. Proven project management skills, the ability to work under pressure to meet deadlines, and to maintain tact and composure in such circumstances

9. Demonstrated ability to maintain a high level of confidentiality, proactively exercise judgment and initiative to identify and rectify problems
10. Demonstrated strong Government and/or Industry networks would be highly regarded

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **LEGAL COMPLIANCE**

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Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.