

PARTNERSHIP AND DEVELOPMENT MANAGER

DEPARTMENT/UNIT	Institute for Safety, Compensation and Recovery Research
FACULTY/DIVISION	Office of the Deputy Vice-Chancellor (Enterprise and Engagement) and Senior Vice-President
CLASSIFICATION	HEW Level 10A
DESIGNATED CAMPUS OR LOCATION	553 St Kilda Road, Melbourne

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

Monash and ISCRR values staff diversity and champions inclusive practices. We are committed to equitable decision making and apply the principles of [achievement relative to opportunity](#) in our selection processes.

The **Portfolio of the Vice-Chancellor and President** is responsible for: high level of coordination for, and management and advice to, the Vice-Chancellor, leadership in the management and

delivery of key strategic and cross portfolio initiatives, University level governance, University-wide marketing, communications and student recruitment activities, strategic communications, external relations and coordination of special events arranged on behalf of the Chancellor and the Vice-Chancellor, leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates.

The **Portfolio of the Deputy Vice-Chancellor and Senior Vice-President (Enterprise and Engagement)** [DVC (Enterprise and Engagement)] shares responsibility for successful governance, executive services and risk management University-wide, as well as delivery of the University's vision and strategic goals. It is accountable for providing University-wide leadership, strategic support for industry partnerships, commercialisation, industry engagement and innovation, and provides the required focus for achievement of the 'Enterprising' goal, one of the four key goals of Focus Monash. The DVC (Enterprise and Engagement) works as part of the Vice Chancellor's Group in ensuring that Monash is a truly enterprising University, both in what it does and how it does it.

The **Institute for Safety Compensation and Recovery Research (ISCRR)** was established in 2009 and is a collaboration between Monash University and WorkSafe Victoria (WorkSafe). WorkSafe is the state's regulator of workplace health and safety and workers' compensation system. ISCRR is a multi-disciplinary research and knowledge translation institute that has developed an innovative collaborative research model, which seeks to create knowledge and influence thinking so that people can lead healthier lives. ISCRR conducts and facilitates research that supports WorkSafe to drive improvements in health and social outcomes in occupational health and safety, rehabilitation and compensation practice.

POSITION PURPOSE

The Partnership and Development Manager supports the Director at the Institute for Safety, Compensation and Recovery Research (ISCRR) in the delivery of the Institute's strategy and operations and is responsible for leading business development. This involves managing a range of strategic and operational activities, including developing an expanded and diversified portfolio of partnerships within the sector by driving new opportunities and penetrating new markets. The position provides leadership, management and assistance in fostering relationships with the corporate sector, government bodies and other agencies leading to competitive research grants and project contracts, consistent with ISCRR's diversification strategy.

Reporting Line: The position reports to the ISCRR Director under broad direction and working with a considerable degree of autonomy. There is a dotted reporting line to the Office of the Deputy Vice-Chancellor and Senior Vice-President (Enterprise and Engagement).

Supervisory Responsibilities: Not Applicable

Financial Delegation & Budgetary Responsibilities: Not Applicable

KEY RESPONSIBILITIES

1. Contribute to strategic planning and the achievement of the Institute and university goals
2. Create and deliver business development strategies, consistent with the goals of the Institute as per the ISCRR-developed business model, leading to increased research collaborations and research income
3. Provide leadership, management and support in the development of relationships with the corporate sector, government bodies and other agencies leading to competitive research grants and research contracts, consistent with the Institute's research strategies

4. Identify and evaluate research opportunities of significant strategic or financial value, including the development of funding applications, pitches to external entities, the creation of tenders and managing contract negotiations
5. Work closely with commercialisation, IP and patent specialists in the Office of the Deputy Vice Chancellor (Enterprise) to:
 - a. establish research collaborations between Monash and external parties, including ensuring that appropriate contractual arrangements are put in place and that multi-institution agreements that are put in place by the Monash Research Office are given due consideration of commercialisation arrangements; and
 - b. facilitate the patent protection of inventions made by Monash researchers in relation to research
6. Manage productive research relationships of high strategic or financial value to ensure delivery in accordance with contractual and legal obligations
7. Provide leadership and expertise in project management, ensuring projects are scoped, risks mitigated, legal implications considered, timeframes met, budgets adhered to and outcomes delivered in line with University-wide policy and process frameworks
8. Actively participate in the University's Business Development community of practice (BD Collab), led by senior colleagues in the Enterprise Portfolio. This group will provide access to mentoring and professional development support, as well as support to achieve the required alignment with other business development professionals across the University.
9. Actively participate in University-wide initiatives (including systems and other initiatives) to reduce the time it takes to develop and execute research contracts and enable a greater number of researchers to secure involvement in and deliver large scale projects.
10. Develop and maintain strong partnerships with other relevant business units, functional areas and key staff, including provision of expert advice
11. Conduct all business development activities in accordance with University policies and procedures
12. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Postgraduate qualifications in a relevant field with subsequent relevant experience; or
 - extensive experience in business development management within a complex environment and proven business development management expertise; or
 - an equivalent combination of relevant experience and education/training.

Knowledge and Skills

2. Extensive demonstrated experience in business development including planning, commercial and contractual negotiations, and financial modelling and management
3. Proven experience in applying for and winning business through grant processes and tenders
4. An extensive demonstrated record of contributing to and implementing strategy, project and business plans and delivering against agreed milestones
5. Exceptional communication and interpersonal skills, including the ability to build and manage relationships with a broad range of stakeholders

6. Demonstrated and highly developed analytical, conceptual, problem-solving and project management skills
7. Outstanding planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines in a large, complex organisation
8. An understanding of the higher education sector and research undertaken at the Institute for Safety, Compensation and Recovery Research

OTHER JOB-RELATED INFORMATION

- Travel to other campuses of the University and the Institute's Geelong office 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

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.