



# BUSINESS DEVELOPMENT MANAGER (RESEARCH), MONASH FOOD INNOVATION

**DEPARTMENT/UNIT**Office of the Deputy Vice-Chancellor and Vice-President  
(Enterprise)**FACULTY/DIVISION**

Office of the Vice-Chancellor and President

**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 Portfolio of the **Vice-Chancellor and President** is responsible for high level of coordination for, and management and advice to, the Vice-Chancellor. The portfolio also provides 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 and 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 **Office of the Deputy Vice-Chancellor and Vice-President** (Enterprise) (DVC & VP (Enterprise)) provides University-wide strategic support for industry partnerships, commercialisation, industry engagement and innovation, to provide a focus for achievement of the 'Enterprise' goal, of the four key goals of Focus Monash.

**Monash Food Innovation** (MFI) has been established to provide a gateway to Monash University's broader research and education capabilities, by creating networks across the food and agribusiness value chain to bring industry and academia together and provide a platform to launch collaborative research projects.

## POSITION PURPOSE

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The Business Development Manager (Research) supports MFI in the delivery of the area's strategy and operations and is responsible for business development relating to food related research.

This includes working with colleagues across the University to identify and develop collaborative research grant and industry engagement opportunities between external agencies, both public and private, and the University in food and related disciplines. The position will also assist Enterprise colleagues with the commercialisation of food related intellectual property generated within the University.

**Reporting Line:** The position reports to Chief Operating Officer, Monash Food Innovation Centre (COO, MFI) under broad direction, working with a considerable degree of autonomy. Relevant professional direction will also be given by senior Enterprise colleagues, as relevant, and always in conjunction with the Faculty Dean

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## **KEY RESPONSIBILITIES**

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1. Contribute to strategic planning and the achievement of MFI, Enterprise and university goals as a member of the MFI management team
2. Create aligned and collaborative business development strategies in relation to University-wide food related research, consistent with the goals of the MFI, the Enterprise Plan and Focus Monash, leading to increased research collaborations and successful outcomes for food related innovations. This will include:
  - Opportunity identification and evaluation;
  - managing contract negotiations;
  - Creating tenders and requests for proposals; and
  - Developing marketing materials, funding applications and pitches to external entities including corporate clients and investors
3. Work closely with commercialisation, IP and patent specialists in the Office of the Deputy Vice Chancellor (Enterprise) to:
  - 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
  - Facilitate the patent protection of inventions made by Monash researchers in relation to food research
4. Lead and manage a work environment of continuous review and improvement of business practices, operational processes and service provision
5. Direct and conceptualise programs to undertake analysis in areas of functional specialisation, including making recommendations and coordinating regular high level business reporting
6. Support research activities, including identifying funding opportunities, developing proposals and working with private sector and Government to ensure delivery in accordance with contractual and legal obligations
7. Oversee risk, compliance and quality assurance processes for in relation to food related pursuits and projects, including regular monitoring and reporting in accordance with University and legislative requirements including contract negotiations with research partners
8. Develop and maintain strong partnerships with other relevant business units, functional areas and key staff, including provision of expert advice within the food sector, government and other agencies and maintaining an awareness of existing industry partnerships to ensure compliance
9. Identify, priorities and opportunities for contract research and other research opportunities that increase research income, productivity and outputs relating to food innovation, working across Monash's academic faculties
10. Actively participate in the University's Business Development and Innovation Network, led by senior colleagues in the Enterprise Portfolio. This Network will provide access to mentoring and professional development support, as well as support to achieve the required alignment with other cognate professionals across the University

11. Actively participate in University-wide 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

## **KEY SELECTION CRITERIA**

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### **Education/Qualifications**

1. The appointee will have:
  - Postgraduate qualifications in a food related discipline and extensive, relevant experience; or
  - extensive management experience and proven management expertise; or
  - an equivalent combination of relevant experience and/or education/training

### **Knowledge and Skills**

2. Demonstrated experience and expertise in business development, including planning, commercial and contractual negotiations, and financial modelling and management
3. Proven experience in bidding for, and winning, business through tender and other grant processes
4. Demonstrated experience in assessing and understanding intellectual property and its potential for commercialisation
5. Outstanding planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines in a large, complex organisation
6. Demonstrated project management experience in a large and complex structure with a proven ability to identify, prioritise and secure business development opportunities with external organisations
7. Highly developed analytical, problem solving and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
8. Exceptional interpersonal and communication skills, including the ability to liaise with and influence senior management, develop professional and effective communications and engage with industry, research bodies, relevant Government authorities, and other relevant organisations
9. Demonstrable experience of research, education or industry connections which are relevant to the MFI agenda
10. An appreciation of the various sources of research funding relevant to researchers in food related disciplines
11. Recognised industry experience demonstrating innovation, impact and achievement in a food related discipline (preferably includes experience in curriculum development and delivery relating to the sector)

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University, interstate and internationally 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.