

POSITION DESCRIPTION

Research, Innovation and Commercialisation
Chief Operating Officer Portfolio

Manager, Major Bids and Missions

POSITION NUMBER	0056814
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 10 - \$138,378 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Megan Astle Tel +61 410 412 828 Email megan.astle@unimelb.edu.au <i>Please do not send your application to this contact</i>

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

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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Advancing Melbourne', at
about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University's budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of six sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Finance
- Legal and Risk
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

RESEARCH, INNOVATION AND COMMERCIALISATION

RIC is a specialist team dedicated to enabling the University's research and enterprise mission working closely with our academics, professional colleagues, industry partners, funding agencies and government agencies. We have a passion to see our academics and their collaboration partners succeed, achieve research excellence and translate their discoveries into real-world innovation and impact. RIC operates University-wide across all ten Academic Divisions and Chancellery. At a high level our capabilities include:

- Strategic relationship development with Industry partners, including Innovation Precincts
- Business development, research marketing and communications, intellectual property management and technology transfer mechanisms in partnership with the investment community
- Proposal funding submission and post-award support including contracts and research accounting from a wide range of funders. Specialized services for larger schemes such as MRFF, ARC and NHMRC Centres, ITRPs and CRCs and international programs.
- Research ethics, integrity, governance and quality
- Research infrastructure asset management
- Training and development programs for academic and professional staff
- New venture formation and entrepreneurship

We aspire to service excellence every single day and creating an innovative, positive culture where feedback is valued, success is recognised and the University comes first in decision-making. We value big thinking on a global scale, attention to detail and care about our researchers' success, the personal development of our team members and ensuring RIC is a great place to work at the University.

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 desire to strive for excellence.

ABOUT THE ROLE

Position Purpose:

The Manager, Major Bids and Missions is a member of the Innovation and Enterprise (I&E) portfolio of RIC. I&E supports the University's strategic vision and objectives as it relates to major mission-driven research programs, funding schemes focused on translation such as MRFF, major bid development, business development, industry partnerships, IP protection, research translation and impact – particularly commercialisation and technology transfer. A key focus is the delivery of large, mission-focused complex, non-competitive and competitive grant schemes and major opportunities including the Medical Research Future Fund (MRFF), CRC, ITRP and Centre of Excellence schemes as well as specific major bids and tenders.

Reporting to the Director, MRFF and Associate Director, Major Initiatives and Missions, the Manager, Major Bids and Missions will be responsible for supporting the development of major cross-Faculty mission-driven strategic initiatives aligned with University and Faculty strategy, Chancellery initiatives, and attracting large funding for these and other opportunities.

The role will provide support to senior academic leaders and stakeholders, including:

- Development of high quality business cases and proposals (competitive and non-competitive) to secure funding for complex, high impact and mission directed initiatives.
- Identification and analysis of opportunities to bring together capabilities and strengths to deliver impact on a global scale, by identifying UoM's globally-competitive research strengths and areas of competitive advantage aligned to major global needs and large funding opportunities.
- Facilitation of multidisciplinary and stakeholder engagement to draw together complementary expertise aligned to the desired mission-directed and targeted funding outcomes.
- Development and implementation of integrated funding strategies for new initiatives aligned with University strategic objectives.
- Development of professional support processes to enhance service for major bids and delivery of impact from mission-directed research.

Working collaboratively with senior University stakeholders, including representatives from RIC, Chancellery, Advancement, Government Relations and the Academic Divisions, the incumbent will play a

leading role in securing large-scale funding for the University's highest priority programs and missions, to lift the level of activity to a global scale.

Specific responsibilities across the proposal or mission development lifecycle will include the overall coordination, engagement and/or management of partnership relationships aligned to the program or mission, internal and external stakeholder engagement and coordination, market analysis and internal capability mapping, development of core propositions around differentiated competitive advantage, preparation of reports and briefing documents, providing strategic review and advice on opportunity alignment with external funders, proposal and business case development, development of strategies to proactively create external funding opportunities, coordination of workshops, meetings and governance committees.

The Manager will manage a small team of major bid writers to support a pipeline of opportunities at any given time, as prioritised by University and RIC leadership. The Manager will also be required to keep accurate records in the CRM and will be responsible for ongoing improvement of processes and reporting related to major bids and missions.

The successful incumbent must be comfortable working within a fast-paced, rapidly evolving environment, and demonstrate leadership in the ability to chart a course in the face of ambiguity. The incumbent must demonstrate excellent stakeholder engagement skills, and the ability to mobilise multiple parties toward a shared vision, and drive that to fruition.

Reporting line: Director, MRFF and Associate Director, Major Initiatives and Missions

No. of direct reports: 3-5

No. of indirect reports: 0

Direct budget accountability: Not applicable

Key Dimensions and Responsibilities:

Task level: Extensive

Organisational knowledge: Extensive

Judgement: Extensive

Operational context: University-wide

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Lead the development and coordination of a portfolio of major bids including conceptualizing and preparing the bid framework, providing strategic advice, bid writing, financial modelling, budget development, coordination of approvals and internal liaison to support final submissions.
- Provide high level strategic advice and support for major opportunities including leading internal and external stakeholder management, partnership development and commercial negotiation activities.
- Facilitate multidisciplinary engagement to support the development of strong solution-focussed, outcome-directed teams aligned to identified mission areas or funding opportunities.
- In conjunction with senior stakeholders and legal advisors, develop options for appropriate governance of new multi-stakeholder initiatives, and aid the establishment of new governance arrangements.
- Undertake analysis of the external environment to aid definition of critical unmet needs aligned to core strengths, including market analysis, emerging trends, competitor analysis, and technology and IP landscape mapping. Undertake internal analyses using capability mapping tools. Identify distinctive competitive advantages which are established or could be established, e.g. through enabling research infrastructure.
- Working collaboratively with a range of internal (including both academics and professional staff) and external stakeholders at all levels of the organisation, play a leading role in developing maps of the external funding landscape, and develop integrated funding strategies.
- Work with lead academics develop 'Path to Impact' maps, including gap analysis to identify complementary expertise required to progress strategic initiatives or mission areas.
- Lead a high performing major bids and missions support team with a focus on customer service excellence.
- Develop, implement and coordinate high quality internal reporting processes for key internal and external stakeholders, including managing data within the CRM and preparing high quality (from both a written and visual perspective) relevant reports, and providing administrative and coordination support to governance and steering committee meetings.
- Under the broad direction of senior stakeholders, play an active role in the establishment, project management and delivery of other key R&ED initiatives as required.

Selection Criteria:

Education/Qualifications

1. The appointee will have relevant post graduate qualifications and extensive industry consulting or project management experience within a complex organisation (tertiary education sector desirable), or an equivalent combination of relevant experience and education/training.

Knowledge and skills:

1. Outstanding track record in leading the development and drafting of major funding strategies, bids, business cases or submissions, resulting in major funding being successfully secured for large scale initiatives.
2. Demonstrated experience in bringing together major cross-disciplinary projects and teams, ideally in a research-based organisation, and in engaging and managing a complex range of external and internal stakeholders toward a common outcome.
3. Strong ability to conceptualise and describe multidisciplinary opportunities to stakeholders, including researchers and potential partners, and to identify compelling value propositions that draw on multiple disciplines and technologies.
4. Experience in the development and implementation of governance structures for multi-party consortia and collaborations.
5. Expert planning, organisational and problem-solving skills, the ability to manage multiple projects and deadlines, as well as strong analytical and financial management skills, including demonstrated project budgeting experience.
6. Experience in the coordination and/or facilitation of workshops for project scoping and planning.
7. Capacity to provide leadership and coordination in a cross-organisational project-focussed team.
8. Excellent verbal and written communication skills, including the ability to create compelling, methodical, precise and coherent documentation.

Other job related information:

9. A flexible approach to working hours is necessary, as this role may require some work outside of hours during peak periods and in response to external deadlines.