

POSITION DESCRIPTION

Research, Innovation and Commercialisation
Chief Operating Officer Portfolio

Associate Director, MRFF Initiatives

POSITION NUMBER	0049178
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	Salary Negotiable
SUPERANNUATION	Employer contribution of 9.5%
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	Heather St John Tel +61 3 8344 7172 Email heatheranne.stjohn@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, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio is responsible for the University's budget and financial performance, and the management of its property and capital. It also delivers efficient and effective shared services in support of all aspects of the University's business.

The COO Portfolio is comprised of eight 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
- Digital and Data
- Finance
- Legal and Risk
- Operational Performance Group
- Property
- Research, Innovation and Commercialisation
- Student and Scholarly Services

RESEARCH, INNOVATION AND COMMERCIALISATION

Research, Innovation and Commercialisation (RIC) is the central facilitator of research funding in the University, taking advantage of the full diversity of research funding opportunities.

RIC provides services in four core areas, all of which overlap and are delivered in an integrated manner to researchers and research partners:

- Research and Enterprise Development supports the successful delivery of large, mission-focused complex, non-competitive grant and the new MRFF schemes, interdisciplinary research and enterprise initiatives involving multiple parties e.g. industry, granting bodies, advocacy groups, government. Major current focus areas are the new MRFF scheme, Melbourne Connect precinct development (and subsequent precinct developments) and developing a clear front-door canvassing new top-down industry partner relationships. The team also provides support for Chancellery-lead strategic initiatives.
- Major Initiatives, Contracts and Grants (MICG) supports the submission of grant proposals (Idea to Proposal) to a wide range of funders (NHMRC, ARC, MRFF, NIH, etc.). In addition, it offers specialised support for large grants such as ARC Laureates, NHMRC Centres of Research Excellence and Co-operative Research Centres. MICG also administers a number of researcher development and opportunity schemes on behalf of the University/DVC(R). In post-award (Contract to Output), MICG helps negotiate and sign contracts for research for both grants and non-grants, sets up research projects in our research management and financial systems and submits non-financial reports to funders on behalf of our researchers.
- Business Development and Innovation supports the development of a vibrant research, enterprise, professional education and innovation opportunities pipeline, supports academics in engagement with external industry partners, assesses technologies for IP protection, development and translation, drives a culture of innovation and commercialisation across UoM, and manages IP, licensing and equity portfolios. The team seeks to connect the dots across Faculties, clusters and market sectors from multiple academic CI engagements, to present UoM capabilities in industry friendly ways and broaden and deepen industry partnerships.
- Research Ethics and Integrity provides expert advice, guidance and training to facilitate the ethical and responsible conduct of research. We partner with academic divisions and Chancellery to support multiple key areas of governance and oversight: research integrity, human and animal research ethics, gene technology, biosecurity and biosafety, animal welfare, export controls and autonomous sanctions, clinical trials.

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 and reach the targets of Growing Esteem.

ABOUT THE ROLE

Position Purpose:

The Associate Director MRFF Initiatives will work closely with the Director to provide leadership across all Faculties of the University regarding a strategic approach to maximising funding from the Medical Research Future Fund. This includes contribution to the development of the overall strategy jointly with the Director and senior University leadership, development of a pipeline of major initiatives aligned to MRFF funding opportunities, and overall growth in MRFF revenue. The particular focus of this role is to identify and drive major cross-faculty and cross-organisational, strategic initiatives that are aligned to MRFF funding opportunities. The Associate Director MRFF Initiatives will drive innovative ways of working with both new and existing partner organisations in the Melbourne Biomedical Precinct and Melbourne Academic Centre for Health, as well as government, industry and community organisations aligned to the major MRFF program areas. The Associate Director, MRFF Initiatives will seek to build the capabilities of academics in collaborative, translational and outcome-directed research, in line with the goals of the MRFF scheme.

The Associate Director MRFF Initiatives must possess commercial acumen and relevant experience in order to represent the University in discussions on all RIC services (for example, grants, major initiatives, contracts, commercialization and industry partnerships), engaging RIC service specialists and specialists from other University Services and Chancellery as required.

Reporting line: Director, MRFF Initiatives

No. of direct reports: 3

No. of indirect reports: 0

Direct budget accountability: #

Key Dimensions and Responsibilities:

Task level: Extensive

Organisational knowledge: Extensive

Judgement: Extensive

Operational context: University-wide plus affiliated institutes

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:

Reporting to the Director MRFF Initiatives, the responsibilities of the Associate Director MRFF Initiatives may include but are not limited to:

RIC – MRFF Initiatives

- Generate new leads and build strategic relationships with key external organisations, including the Department of Health.
- Drive major cross-faculty strategic (medium and long term) initiatives aligned with University and Faculty strategy, Chancellery initiatives and MRFF funding opportunities, to build the MRFF pipeline.
- Develop a strong understanding of capabilities relevant to translational medical research across the University and work collaboratively with Faculty Executive, RIC colleagues, and Faculty BD teams, to support the development and implementation of the MRFF Strategic plan and pipeline to achieve growth objectives.
- Drawing on strong sector knowledge, find, scope and proactively engage academics and prospective clients in shaping and developing MRFF-aligned opportunities
- Provide leadership in the development and delivery of processes to ensure high quality applications for MRFF schemes.
- Responsible for co-ordinating the timely delivery of Pipeline reporting to MRFF Executive staff as a key internal stakeholder.

RIC - General

- Working closely with the Director, develop a pipeline of high value opportunities directed towards health impact, and facilitate a coordinated approach to progress these, that integrates the required professional expertise and support from across RIC, Faculty and Chancellery.
- Working closely with academics and RIC colleagues, lead the development of translational projects related to medical research, including the development of commercial budgets, model options, terms related to service delivery, and grant and bid development.
- Working with Faculty and RIC colleagues, drive the identification of innovative technologies and health service approaches and implement strategies for the development of major MRFF bids to secure funding to support their progression through to commercialisation or health service implementation.
- Support culture change toward translation, commercial relevance and engagement, collaboration and outcome-directed research through promoting new ways of scoping high impact opportunities; engaging proactively with external organisations and end users.
- Identify key MRFF-aligned academics and play a lead role in coaching and training staff in large scale and impact-directed endeavours, and the development of an associated funding strategy.
- Effectively utilise CRM systems, and contribute to the identification of system and process improvement opportunities and development of solutions.

RIC and RED - Leadership

- Actively contribute to the general leadership of RIC through thoughtful and constructive discussions, promoting a culture of team and collaboration, and providing business development guidance and mentoring to other RIC staff.
- As a senior member of the Research and Enterprise Development team, contribute to the regular meetings, planning, joint initiatives and reporting of the RED team. Serve as a representative for the RED team on both internal and external matters, as required.
- As a senior member of the RIC team, may be required to take on a portfolio of leadership responsibilities, for example leading project team/s focused on key industries, strategic customers, research themes, cross-faculty initiatives etc. as they arise, and undertake any associated line management responsibilities as required.

Selection Criteria:

Education/Qualifications

1. Undergraduate science, medical, biomedical, or other technical discipline degree essential (PhD and/or MBA highly-desirable), coupled with extensive commercial experience in business development, government engagement or senior commercial roles across a range of relevant industry sectors, which could include, healthcare and hospitals, life sciences, data & digital, medtech, advanced manufacturing, government, etc

Knowledge and skills:

2. Demonstrated record of bringing together major cross-disciplinary projects and teams, ideally in a research-based organisation and a strong track record in building and maintaining strong professional and collaborative relationships across a range of disciplines
3. Outstanding ability to have credible and constructive technical conversations across a range of disciplines with researchers and potential partners, and to identify and deliver compelling value propositions that draw on multiple disciplines and technologies
4. Outstanding track record of generating new business, structuring, progressing and submitting complex major bids, ideally achieved through matching research and other capabilities with health sector and industry developments and opportunities
5. Outstanding relationship management skills, personal presence and ability to represent the University at senior levels evidenced by an extensive and influential industry network
6. A reputation for identifying creative and innovative business opportunities, through a multi-disciplinary approach and the ability to 'connect the dots' and demonstrated success in proactively identifying, building and developing a pipeline of opportunities to grow revenue
7. Experience in the practices and processes associated with protecting and commercialising intellectual property
8. Highly effective team leadership skills and management style with the adaptability to lead and facilitate agile teams/resources in response to commercial and government funding opportunities
9. Ability to constructively manage multiple and complex stakeholder relationships and competing priorities without losing momentum
10. Self-motivated, persistent and positive
11. A constructive and contributing team player
12. Ability to function effectively and cooperatively in a dynamic, ambiguous and changing work environment