



## POSITION DESCRIPTION

**Melbourne Entrepreneurial Centre**  
Faculty of Business and Economics

### Director, Melbourne Entrepreneurial Centre (MEC) Programs

<b>POSITION NO</b>	0044424
<b>CLASSIFICATION</b>	Senior Managers 1
<b>SALARY</b>	An attractive remuneration package, commensurate with qualifications and experience, will be offered to the successful candidate.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full time
<b>BASIS OF EMPLOYMENT</b>	Fixed term position available for 2 years
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Professor Colin McLeod Email <a href="mailto:colin.mcleod@unimelb.edu.au">colin.mcleod@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

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[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Melbourne Entrepreneurial Centre (MEC) is a University Wide initiative that is housed at the newly opened Melbourne Connect building <https://melbconnect.com.au/> and MEC is hosted by the Faculty of Business and Economics.

The programs operated by MEC support the creation and sustainable development of new ventures as the mechanism for turning new ideas into strong economic, social, and environmental outcomes. This is done by facilitating the establishment of new start-ups, assisting existing start-ups to scale, and stimulating innovation in research. The MEC programs support the creation and development of new ventures across the full spectrum of not-for-profit through to fully commercial for-profit ventures.

The Director, MEC Programs will have a significant role in developing, leading, and implementing strategic initiatives for MEC. They will be responsible for providing strategic insight and high-level strategic support and advice and work closely with senior leadership in the identification of strategic imperatives and collaboration opportunities, while also managing a high-performance team in the delivery of accelerator programs.

The Director will lead a high performing team, and work with them to ensure that the organisation is equipped with the critical capabilities (people and infrastructure) to achieve its strategic goals.

The incumbent is a senior representative of MEC and the University in the broader entrepreneurial community outside the University. MEC and its predecessors have always worked on a 'rising tide lifts all boats' philosophy, so connection and contribution to the external community is an important element of the role.

The Director will be an action-oriented individual with deep expertise in managing relationships and influencing a broad and complex range of both internal and external stakeholders, and partners, fostering trust and collaboration.

The role reports to the Executive Director, MEC.

## ***1. Key Responsibilities***

### **1.1 LEAD AND MANAGE A HIGH PERFORMING TEAM**

- ▶ Lead by example in driving an organisational culture focused on excellence, collaboration, and teamwork.
- ▶ Ensure every member of the team is adequately supported to achieve their goals.
- ▶ Set management team responsibilities and accountabilities.
- ▶ Work with the MEC team to identify opportunities to improve existing programs as well as new programs.

### **1.2 MEC STRATEGY IN LINE WITH ITS VISION AND MISSION**

- ▶ Lead the development and implementation of the strategic plan for the design and delivery of MEC Programs and be accountable for outcomes.
- ▶ Champion MEC and promote its vision and mission, including its contribution to the University, MEC program participants and the external entrepreneurial ecosystem.

### 1.3 ENSURE MEC'S FINANCIAL SUSTAINABILITY

- ▶ Seek external sponsorship to support activities through:
  - Building mutually beneficial corporate and industry partnerships,
  - Assisting with efforts to raise philanthropic funding by establishing and enhancing relationships with potential donors.
  - Assisting with efforts to raise government funding by identifying appropriate funding opportunities and developing compelling proposals.
- ▶ Set and meet annual budget.

### 1.4 ACHIEVE OPERATIONAL EXCELLENCE

- ▶ Manage the day-to-day operations of the MEC programs.
- ▶ Prepare operations for scale, ensuring efficiency and effectiveness.
- ▶ Lead the data and reporting function and ensure meaningful synthesis and communications of key outcomes.

### 1.5 SUPPORT FOUNDERS

- ▶ Coach start-ups as required, including the development of appropriate learning opportunities, connection to mentors and industry partners, network and the entrepreneurial ecosystem and be a role model for the type of behaviours associated with successful entrepreneurship.
- ▶ Develop and lead Alumni program.

### 1.6 ENTERPRISE-WIDE ENTREPRENEURIAL ECOSYSTEM

- ▶ Engage and connect to important University wide initiatives with Melbourne Connect, MSPACE, Advancement, other Faculties, the Wade Institute, and alumni of MEC programs and alumni of the University.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ Postgraduate qualifications in a relevant discipline and/or an equivalent combination of education and significant relevant experience.
- ▶ Demonstrated experience with enterprise incubators and accelerators.
- ▶ Extensive networks into the start-up ecosystem across Australia, including venture capital, relevant government bodies, other accelerator and incubator programs and a deep knowledge of global best practice, particularly in the operation of high performing accelerator programs.
- ▶ Demonstrated and practical innovation and entrepreneurship experience, including a track record of building successful and sustainable multi-stakeholder innovation systems.
- ▶ Proven ability to lead, motivate, influence, and engage staff and in order to develop a high performance, results, and service-oriented team culture in a complex environment.

- ▶ Proven ability to work with staff to conceptualise, develop and execute new offerings for start-up and high growth companies in an incubator/accelerator environment.
- ▶ Experience and expertise in commercialising IP across a broad range of disciplines.
- ▶ Sophisticated stakeholder management skills, for working with external parties that include government, industry, alumni of the University of Melbourne and other academic institutions.
- ▶ Demonstrated experience in working with researchers in academic or other research institutions, including a working knowledge of university research processes and comprehensive experience in managing internal relations in a large consensus-based organisation,
- ▶ Experience in business case development and successfully attracting external funding.

## 2.2 DESIRABLE

- ▶ Experience in the design and delivery of 'for credit' entrepreneurship education
- ▶ Working with philanthropists and philanthropic organisations to develop and support social innovations.
- ▶ Demonstrated understanding of the University environment in Australia, and current research/higher education issues facing the tertiary sector.

## 3. Job Complexity, Skills, Knowledge

### 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Director works under the broad direction of the Executive Director, MEC and with a considerable degree of autonomy and independence in the execution of the role. The position operates within a broad framework defined by the strategic, business, and operational plans, and the budget.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

Considerable initiative, excellent negotiation skills and sound judgement are necessary to develop and implement strategies within a broad framework defined by strategic plan and long-term goals. High level management skills in planning and problem solving are essential. The position requires the capacity to implement best practice solutions in a complex environment and the incumbent will identify and analyse alternative solutions to problems that may require modification of existing systems or recommendation of new policies.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The successful applicant is expected to have, or be able to demonstrate, the capacity to quickly adopt and apply a broad understanding of the pertinent University rules, regulations, policies, procedures, systems, processes, and techniques and how they interact with other related functions and services for the effective implementation and successful outcomes of MEC's deliverables.

The successful applicant is also expected to possess a strong familiarity with the key elements of the innovation and entrepreneurial ecosystem and best practice approaches to fostering novel, disruptive businesses.

### 3.4 RESOURCE MANAGEMENT

The successful applicant will have oversight of operations and budgets of the MEC programmes. They will provide advice to the Senior Leadership on the resourcing requirements necessary to ensure the successful, on-time implementation and delivery of MEC's programs.

The position currently has 3 direct reports.

### 3.5 BREADTH OF THE POSITION

The position requires interaction with a wide range of personnel, ranging from entrepreneurs, established business leaders, foreign and local dignitaries, senior academics, graduate students and professional staff from The University of Melbourne and other Universities.

## 4. *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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

## 5. Occupational Health and Safety (OHS)

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.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## 6. Other Information

### 6.1 ORGANISATION UNIT

MEC is passionate about enriching the culture of entrepreneurship within the University of Melbourne and creating the entrepreneurial leaders of the future.

Our aim is to offer students, alumni, academics, industry and the general public opportunities to engage with and move innovation forward to create real world impact.

Further information about MEC is available at <https://www.unimelb.edu.au/mec/about>

#### **Melbourne Accelerator Program (MAP)**

MAP is one of the flagship entrepreneurship programs at the University of Melbourne and is part of a rapidly developing entrepreneurial ecosystem around the University which has achieved national and international recognition. The entrepreneurial experiences which are made available to students and alumni of the University through MAP have been recognised as an integral part of the Melbourne experience.

MAP supports selected startups with funding grants, office space in a purpose-built space at Melbourne Connect, mentoring and entrepreneurs in residence .

MAP sits within the Melbourne Entrepreneurial Centre, which is hosted by the Faculty of Business and Economics.

Further information about MAP is available at <https://themap.co>

#### **Translating Research at Melbourne (TRAM)**

Translating Research at Melbourne (TRAM) is Australia's premier University-based research impact accelerator program. The role of TRAM is to help our research community understand entrepreneurship and support them in their journey to translate their research into impact outside the University.

The work of TRAM complements the RIC team (Research Innovation and Commercialisation) who focus on the very capital intensive/very long lead time deeply complex research projects while TRAM focuses on research that is more likely to be 'venture ready' and 'investor ready' in shorter time frames. The participants in TRAM range from PhD students nearing completion to some of the Universities most decorated research professors.

Since launching in 2016, TRAM has seen over 240 teams complete the program with many going onto commercial success.

TRAM runs a suite of four programs that enable researchers from the University of Melbourne and the Melbourne Biomedical Precinct to understand their target market, articulate the value of their research and create a viable path to impact, including commercialisation opportunities and getting to market.

TRAM sits within the Melbourne Entrepreneurial Centre, which is hosted by the Faculty of Business and Economics.

Further information about TRAM is available at <https://tram.org.au>

### **Melbourne InnovatED**

Melbourne InnovatED is a program is aimed at helping students, staff and recent alumni develop education applications, and also supports the University wide Student Start Up competition.

Further information is available at <https://www.unimelb.edu.au/mec/melbourne-innovated>

### **Other Relationships**

The Melbourne Entrepreneurial Centre also has a long standing and significant operational relationship with the Wade Institute for Entrepreneurship, located in the grounds of Ormond College, which is adjacent to the University of Melbourne. The Wade Institute houses the University's Master of Entrepreneurship Program and also offers a range of programs that complement the activities of MEC.

MEC works closely with our colleagues at the Wade Institute on programs and events, including scheduling, cross promotion and delivery.

Further information is available here <https://wadeinstitute.org.au/>

### **Location**

MEC is physically located across 3 floors at Melbourne Connect, a purpose-built facility that houses some of the University's most entrepreneurial academics, particularly around the theme of "Digital Futures," encompassing emerging technologies such as artificial intelligence, robotics, computer-science, cybersecurity and privacy.

A number of innovation and entrepreneurial focused private companies who are University partners have taken up tenancies at Melbourne Connect, with access to the entrepreneurs in MEC as one of the key attractions,

Melbourne Connect will shortly open up a 2200 square metre co working space that will be open to the tenants from the entrepreneurial community outside the university and exhibitions at the Science gallery and the use of Melbourne Connect as a major Hub for Melbourne Knowledge Week and Innovation Week have already made the precinct a centrepiece for the city's entrepreneurial community.

Further Information is available here <https://melbconnect.com.au/>

## 6.2 BUDGET DIVISION

The Faculty of Business and Economics (FBE) at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

Further information about joining the Faculty is available here

<https://fbe.unimelb.edu.au/about/join-fbe>

### Organisational Structure

The Faculty is home to Melbourne Business School (MBS) and to six teaching and research departments:

Accounting

Business Administration

Economics

Finance

Management and Marketing

Melbourne Institute of Applied Economic and Social Research

The Faculty has the following student and academic support centres:

Academic Support Office

Student Employability and Enrichment

Research Development Unit

The Williams Centre for Learning Advancement

Quality Office

The Faculty is supported by the following central services:

Finance

Human Resources (including OHS)

Marketing and Communications

Student Recruitment and Admissions

Service Level and Facilities Management

The Faculty also hosts two University-wide initiatives:

- The Melbourne School of Professional and Continuing Education (MSPACE) which provides support to all Academic Divisions for their existing professional, continuing and executive education programs, and operates with a specific whole-of-institution mandate to significantly expand the University's professional, continuing and executive education offerings.



- The Melbourne Entrepreneurial Centre (MEC) which brings together a number of programs to focus a range of activities aimed at developing an entrepreneurial culture at the University of Melbourne.

### Our Programs

There are about 10,000 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

### Our Graduates

Since the Faculty was established, it has produced over 53,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

From a MEC perspective, it is worth noting that there are many FBE alumni who hold very senior roles in venture capital, investment banking as well as founders of significant new ventures.

Further information about the Faculty is available at [www.fbe.unimelb.edu.au](http://www.fbe.unimelb.edu.au).

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

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

## 6.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes: place, community, education, discovery and global.

## 6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

From a MEC perspective, it is worth noting that the Vice Chancellor had a distinguished career as an academic entrepreneur while also becoming one of the most senior executives at the University of Cambridge.

Professor Duncan Maskell is an infectious diseases expert who has founded or co-founded 4 biomedical startups, including three that were acquired by publicly listed pharmaceutical companies, so he understands entrepreneurship and research translation and is very supportive of the work of MEC.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>