POSITION DESCRIPTION

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| **POSITION DETAILS** | |
| **Position Title:** | **Partnerships & Development Manager** |
| **Position Number:** | 22920 |
| **Classification:** | HEO9 |
| **Faculty/Division:** | Division of Research and Innovation (DRI) |
| **School/Branch:** | DVCR Office |
| **Reports to (position title):** | Senior Manager, Partnerships & Development |
| **Delegations:** | As specified for the position |
| **Special Conditions:** | * Reasonable workplace adjustments will be made for people with a disability. * Some work out of standard hours may be required. * Some travel between campuses and to partner locations will be required. |
| **Significant Working Relationships:** | * Division of Research & Innovation Leadership Team * External clients, especially key clients and prospects across business, government and not-for-profit. * Division of External Engagement * Faculties, including Deputy Deans (Research) * Research Institutes (Directors and Managers) * Researchers and Affiliated Researchers * Research Support Leads; * Research Services Leadership Team; * Commercialisation and Business Development Team |

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| **POSITION SUMMARY** |
| The University of Adelaide is a large and successful university in Australia's Group of Eight research intensive universities, distinguished by its international reputation and commitment to innovation and excellence in research and teaching.  The Division of Research and Innovation provides leadership in achieving the University’s strategic goals, particularly in relation to research strategy, researcher education, services, infrastructure and supporting the development of world-class research and impact, both nationally and internationally. Supporting an ethos of excellence, innovation, engagement and impact, the Division is responsible for achieving the research objectives set out in the University Strategic Plan.  The Innovation and Commercialisation Services Branch (ICS) provides consolidated and commercially-focused support for all services that deliver research revenue. The Branch comprises four teams: Business Development, Commercialisation, Research Services and Research Support Leads. These functions bring together a comprehensive end-to-end set of services to support all categories and forms of income related to research, and work to support a broader research revenue strategy for the University.  ICS supports the University’s engagement and commercial transactions with external stakeholders related to: competitive research grants, contract R&D, consultancy arrangements, collaborative research partnerships, Intellectual Property management, technology licensing and spin-out company formation.  The Partnerships & Development Manager is responsible for account management of key research partnerships, driving new research partnerships and growing associated investment. |

**KEY RESPONSIBILITIES**

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| **Partnership Development and Sustainment** | * Proactively communicate with external parties and researchers to coordinate the development new partnership agreements. * Develop and maintain relationships with key strategic research partners aligned to the University’s research strategy and identified by DRI leadership. * Act as conduit for key strategic research partners to engage across the University’s research capability. * Develop and maintain excellent networks with University, Faculties, Schools, Institutes and Centres, to ensure coordination of revenue opportunities related to key strategic partners. * Support working groups and governance committees for key strategic research partners. * Support affiliate research partners and their staff in accessing relevant University administrative support, including Research Services. * Proactively coordinate the implementation and management of strategic partnerships agreements. * Ensure current partnership data, including key contacts and relevant correspondence is maintained in the ERM. |
| **Opportunity Development** | * Conceptualise, plan, coordinate and support the development of strategic business cases and funding proposals involving key strategic research partners. * Horizon scanning and targeted communication of funding opportunities, particularly larger scale funding opportunities, to researchers and key strategic research partners. * Identify opportunities to leverage and scale-up industry and/or government investment via appropriate funding schemes. * Contribute to the development of documentation proposing new strategic initiatives, investment opportunities and/or capability statements to be pitched to key strategic research partners. |
| **Partnerships Framework** | * Support the implementation of a Partnerships Framework for research. * Implement strategic partnership arrangements to maximise value for the University of Adelaide, including in research and education. * Monitor, and report on, objectives and KPIs for key strategic research partnerships and assess the relative value of partnerships in line with the Partnerships Framework.   Provide the Senior Manager, Partnerships & Development with high level advice regarding strategic and operational partnership engagement requirements. |
| Other reasonable duties commensurate with classification level. | |
| **PEOPLE MANAGEMENT RESPONSIBILITIES** | |
| * Ensure a safe work environment and compliance with University HS&W policies and legislation. * Effectively lead the team in all aspects of people management including providing guidance, support and development. * Ensure effective people management of direct reports to enable the team to deliver the business outcomes effectively and efficiently as practicable. * Provide leadership and guidance in ensuring a service culture and student centric approach is applied within professional services. * Lead, mentor and coach staff to promote continuous improvement, including undertaking on-the-job training/instruction and providing daily feedback and performance management. * Manage resources to ensure optimum service delivery in accordance with agreed performance measures.   Provide support to members of the Learning design team with stakeholder management of Faculty leadership to ensure that agreed priorities are carried out and that the expectations are managed. | |

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| **CAPABILITIES AND BEHAVIOURS** |
| Use the [Capability Dictionary](https://www.adelaide.edu.au/hr/ua/media/1605/rec-core-capability-dictionary.pdf) to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position. |

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| **UNIVERSITY EXPECTATIONS** |
| Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University’s Code of Conduct |

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| **STAFF VALUES AND BEHAVIOUR FRAMEWORK** |
| Our culture is one that welcomes all and embraces diversity consistent with our [Staff Values and Behaviour Framework](https://www.adelaide.edu.au/hr/organisational-development/university-values) and our  Values of integrity, respect, collegiality, excellence and discovery. We firmly believe that our people are our most valuable asset, so we work to grow and diversify the skills, knowledge and capability of all our staff. |

**SELECTION CRITERIA**

# Knowledge and Experience:

1. Substantial demonstrated experience in managing and implementing major industry partnership initiatives in a university environment.
2. Highly developed oral communication and negotiation skills, including the demonstrated ability to engage successfully with multiple stakeholders, both internal and external to the organisation to achieve strategic outcomes.
3. An understanding of, and experience with, national and/or international research funding opportunities, mechanisms and research management in a research organisation.
4. Experience in developing business cases, funding proposals and research agreements leading to positive outcomes.
5. Well-developed account management skills, including the demonstrated ability to plan, research, monitor and manage multiple partnerships simultaneously and meet deadlines.
6. Demonstrated ability to act with initiative under broad direction to undertake a range of complex tasks and competing demands with minimal direct supervision and within tight time constraints.
7. Proven analytical, research and writing skills to enable the effective synthesis of complex information and data from multiple sources, and the provision of high quality, evidence-based content.
8. Relevant computing skills and experience in applying information systems technologies to support Business Development and Partnerships processes.
9. Experience of working effectively in a team environment.

# Qualification/s:

* + A postgraduate qualification and extensive relevant experience; or
  + An equivalent combination of relevant experience and/or education/training