



RELATIONSHIPS AND OPERATIONS MANAGER

DEPARTMENT/UNIT	External Relations – Faculty Office
FACULTY/DIVISION	Faculty of Medicine, Nursing & Health Sciences
CLASSIFICATION	HEW Level 10A
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Victoria is home to 40% of Australia's ASX listed life sciences companies and is a recognised thriving global hub of medtech and biotech research, innovation, investment and manufacturing activity.

Monash University, the Victorian State Government and Johnson & Johnson Innovation have entered into a public private partnership agreement to establish Australia's second Johnson & Johnson Innovation Partnering Office, located at Monash University Clayton (JJIPO@Monash).

JJIPO@Monash is intended to function as a focal point in Victoria to bring the life-science ecosystem together for networking, training and mentoring activities with the aim for Johnson & Johnson Innovation to identify, develop, accelerate and invest in translational research across Victoria's medical device, pharmaceuticals and consumer health sectors for future healthcare solutions for patients globally.

POSITION PURPOSE

The Relationship and Operations Manager provides support to the Johnson & Johnson Innovation Partnering Office in order to generate strong and beneficial engagement between Johnson & Johnson and life-science stakeholders in Victoria's pharmaceutical, biotechnology and medical device sectors.

The position assists and encourages Monash and external researchers to engage with Johnson & Johnson in its areas of strategic partnering interest. The position is responsible for identifying potential targets and technologies arising from Victoria and supporting their accelerated development and commercialisation. The position has specific responsibilities for facilitating presentations of translational research opportunities to Johnson & Johnson and their networks.

This position is specifically responsible for organising and helping to deliver training, mentoring, business development and networking events to support the growth of a globally competitive and collaborative sector.

The Relationship and Operations Manager is expected to build successful stakeholder relations within Monash and externally with the Victorian life-science industry (including other research / academic organisations), investors, government and affiliated professionals across the Victorian life-science ecosystem.

The position is responsible for providing support to the Johnson & Johnson Innovation Partnering Office at Monash and for reporting requirements as outlined in the funding agreement between Johnson & Johnson, Monash and the State Government.

The Relationship and Operations Manager is required to impart a commitment to best practice along with the efficient management and coordination of research and business opportunities relevant to the JIPO@Monash as well as take primary responsibility for training/mentoring/ networking event management and coordination.

Reporting Line: The position reports directly to Deputy Dean, External Relations, Faculty of Medicine, Nursing & Health Sciences with additional supervision and guidance from the Johnson & Johnson Innovation Senior Director, New Ventures ANZ

Supervisory Responsibilities: Not applicable

Financial Delegation: Yes, in accordance with the University delegations schedule

Budget Responsibilities: Yes, in line with Key Responsibilities

KEY RESPONSIBILITIES

1. Promote and support activities conducted at the Johnson & Johnson Innovation Partnering Office for the Victorian human life-science sector including the pharmaceutical, biotechnology, health-tech and medical technology sectors
2. Facilitate presentations of translational research opportunities from sector players to Johnson & Johnson and their networks
3. Actively scout strategically aligned partnering opportunities in Johnson & Johnson's areas of strategic interest and assist external partners with their proposal presentations to Johnson & Johnson
4. Identify, develop and maintain new relationships with research and industry organisations, and government agencies including the identification and recommendation of action to reduce actual or potential problems affecting internal/external relationships
5. Proactively engage with business development personnel from academic and industry stakeholders to identify new translational research opportunities suitable for possible partnering with Johnson & Johnson
6. Actively encourage and support Victorian human life-science innovation ecosystem, including individual entrepreneurs, industry, investment, government and academic stakeholders to engage in collaborative and commercial activities to develop a united, viable and sustainable life-science ecosystem

Specific Duties

7. Support the activities of the JIPO:
 - Arrange meetings with researchers, biotech companies, investors, entrepreneurs and other relevant stakeholders including but not limited to Victorian research institutes, biotech companies, investors and invited guests interested in collaborating with Johnson & Johnson Innovation (JJI)
 - Carry out activities to support JJI on-site review sessions, education, information sessions, training programs and networking events for researchers, investors, entrepreneurs and other relevant stakeholders at the JIPO@Monash
8. Support and facilitate Johnson & Johnson involvement in the JIPO@Monash and at Johnson & Johnson's request assist Johnson & Johnson representatives to:
 - Engage with innovators to identify opportunities within Johnson & Johnson's Strategic areas of Interest
 - Facilitate dialogue between innovators and Johnson & Johnson Innovation and its Affiliates' scientific, commercial and venture investment teams
 - Undertake training and/or networking related activities designed to identify, source and consider potential collaborative and/or commercial engagements with JJI
 - Organise training, mentoring and networking events with senior JJI or its Affiliates' scientific and commercial leaders
 - Collaborate with other Johnson & Johnson Innovation Partnering Offices, nationally and globally
9. Work with JJI to identify new translational research opportunities suitable for consideration of partnering/ investment potential

10. Identify and develop new relationships with Industry, Government and professions
11. Provide advice and assistance to staff (academic/professional/general) on matters including:
 - Conduct market review to identify potential collaborators strategically aligned with JJI's areas of strategic partnering priorities
 - Organise meetings with external stakeholders
 - Prepare presentations and project proposals
12. Make internal and external presentations promoting the services of the JJIPO@Monash on a regular schedule as directed by JJI
13. Proactively engage with Monash University's commercialisation/ business development office and research academics/ innovators conducting innovative translational research in strategically aligned areas
14. Organise Joint Collaboration Committee meetings between the relevant stakeholders from Monash University, JJI and others as required in accordance with the Strategic Collaboration Agreement executed between Janssen Cilag and Monash University
15. Prepare annual reports for the state Government and other stakeholders as appropriate

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A postgraduate qualification in business or other related field; or
 - education, training and/or relevant experience in biotechnology, health or medical related sector equivalent to completion of a degree in a relevant discipline in conjunction with demonstrated extensive experience in business development

Knowledge and Skills

2. Demonstrated project and event management skills
3. Demonstrated knowledge of and established networks across the Victorian human life-science innovation/ bio-medtech ecosystem
4. Demonstrated experience in the development and relationship management of ongoing collaborative/ research/ investment partnerships with academia, industry, investors, service providers and government stakeholders
5. Must be a self-starter, with the drive to set, execute and reach ambitious goals
6. Demonstrated ability to work well under pressure with constant and concurrent deadlines
7. Excellent oral and written communication skills
8. Demonstrated high-level ability to interact successfully with people from diverse backgrounds, and disciplines and levels of seniority in public and/or private sector organisations
9. A team player with genuine willingness to assist and collaborate with others
10. Demonstrated ability to maintain a high-level of confidentiality, proactively exercise judgment and initiative to identify and rectify problems
11. Ability to establish and maintain confidentiality and trust amongst a wide range of stakeholders, many of which may have competing interests

OTHER JOB RELATED INFORMATION

- Current satisfactory Police Records Check
- Travel across Victoria is required, with occasional interstate/ international travel as directed

- Possession of a current Victorian Driver Licence is required
- Overtime and out of hours work may be required
- There may be peak periods of work during which the taking of leave may be restricted

LEGAL COMPLIANCE

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.