

POSITION DESCRIPTION



THE UNIVERSITY OF
MELBOURNE

Research, Innovation and Commercialisation
Chief Operating Officer Portfolio

Business Development Associate, Medicine, Dentistry and Health Sciences (MDHS)

POSITION NUMBER	0063970
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 6 - \$96,459 - \$104,413 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	On going
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	Rehan Wadiwala Email rehan.wadiwala@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

ACKNOWLEDGEMENT OF COUNTRY

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey. We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

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>

THE FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES (MDHS)

The Faculty of Medicine, Dentistry and Health Sciences is a diverse faculty renowned for its research excellence, teaching, training, and policy leadership across the breadth of medical, biomedical and health science fields.

Led by the Dean, Professor Jane Gunn, the faculty is Australia's overall leader in clinical, pre-clinical and health sciences, and sits at the heart of a flourishing ecosystem of globally recognised health and biomedical organisations across Victoria.

We are based in Parkville, with a thriving rural health campus in Shepparton. The faculty comprises six schools and 41 departments, centres and institutes. It employs more than 2,750 FTE staff members and has a large and committed community of honorary members. It educates around 11,000 students each year, offers over 140 courses, and is a significant research contributor to the University of 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 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

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

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 and reach the targets of Growing Esteem.

ABOUT THE ROLE

Position Purpose:

The Business Development Associate (MDHS) is a member of the University of Melbourne's Faculty of Medicine, Dentistry and Health Sciences (MDHS) business development team.

The Business Development Associate (MDHS) is responsible for engaging internally (with academics, researchers and clinicians) and externally (with industry, government and the community) in order to

achieve research translation. The Business Development Associate (MDHS) will establish effective working relationships with MDHS research and professional staff in order to provide support in: identifying and scoping new opportunities; analysing markets and trends; pursuing funding opportunities; completing and securing transactions; and managing partner relationships, in line with the strategies and goals of the University of Melbourne. The BD Associate (MDHS) will have a direct reporting line to the BD Cluster Lead (MDHS).

The successful candidate will have a background in medicine and/or medical research. Reporting line:

Business Development Cluster Lead (MDHS)

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: 0

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Moderate

Judgement: Significant

Operational context: Focussed within Faculty of Medicine, Dentistry and Health Sciences

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:

- Develop a strong understanding of the Faculty of MDHS's capabilities, and build relationships with academics, researchers, clinicians and professional staff to support the development and implementation of MDHS' business development plans.
- Build relationships across MDHS to promote innovation and capability-building programs.
- Support existing customer relationships and work with University of Melbourne staff to identify and assist with growth opportunities with these customers.
- Identify and nurture new customer relationships.
- Assist with strategic customer management.

- Work collaboratively with colleagues to support the scoping, development and market analysis of commercial transactions.
- Work as part of a team to contribute to cross-organisational projects aligned to the University of Melbourne's strategies.
- Engage with industry partners to build a database of industry needs and interests.
- Contribute to the development, management, prioritisation and monitoring of the commercial engagement pipeline for MDHS.
- Contribute to BD and Pipeline reporting including regular reporting to MDHS Executive staff as key internal stakeholders.
- Assist MDHS colleagues to identify and protect new inventions and intellectual property.
- Provide opportunities to Advancement in the pursuit of philanthropic funding opportunities.

Selection Criteria:

Education/Qualifications

The appointee will have: Tertiary degree in a relevant Life Sciences discipline coupled with commercial experience in business development or commercial roles within Medical & Health areas, or an equivalent combination of relevant experience and education.

Knowledge and skills:

1. A background in Life Sciences to permit credible and constructive technical and commercial conversations with researchers and potential partners, and to identify and build compelling value propositions.
2. A track record of generating new business, understanding market trends, conducting market analysis and building partnerships in the Medical & Health sector, ideally achieved through matching research and other capabilities with industry developments and opportunities.
3. The ability to manage multiple and complex stakeholder relationships and make appropriate prioritisation decisions.
4. Excellent relationship building skills and evidence of a professional network in medicine.
5. Excellent written and verbal communication skills.
6. A constructive and contributing team player.
7. Demonstrated ability to function effectively and cooperatively in a dynamic, ambiguous and changing work environment.

Other job related information:

The role requires the ability to attend the Parkville precinct during business hours as well as travel as required.

During peak periods leave will not normally be approved and additional work outside of normal business hours may be required.