

# BUSINESS DEVELOPMENT MANAGER

DEPARTMENT/UNIT	Science Faculty Office
FACULTY/DIVISION	Faculty of Science
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	Clayton campus

## ORGANISATIONAL CONTEXT

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At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#ChangeIt](#) with us.

**Monash Science** is at the forefront of innovation and discovery in biology, chemistry, physics, mathematics and earth, atmospheric and environmental sciences. We embrace the theoretical and the experimental and our research traverses industry and government. We play a leading role on the national and international stage and work with partner institutions and industries worldwide. Fundamental to our vision is the training of graduate research students who will make a vital contribution to the Australian and global economies. We are home to approximately 600 higher degree by research students. Our students are supervised, nurtured and mentored by scientists who are leaders of their disciplines and we are preparing them to think big and make an impact. To learn more about the Faculty of Science, please visit our [website](#).

## POSITION PURPOSE

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The Business Development Manager supports the Senior Business Development Manager in the delivery of the Faculty of Science's industry and government partner engagement and research business development. This includes managing a range of strategic and operational activities including the identification and cultivation of industry and government research opportunities aligned to Faculty strategic research priorities; the provision of timely advice and support to the Faculty's academic researchers for costing and pricing of the Faculty's research contracts, consultancies, tenders and industry-related grants; the development and implementation of contractual agreements in line with Faculty and University processes; and the coordination of other engagement initiatives as they arise across the Faculty of Science and the broader University. The position provides leadership to the Associate Dean of Research, Heads of School and Research Directors in the delivery of high-level and professional services for the achievement of the Faculty of Science's priorities and provides expert advice at both strategic and operational levels.

**Reporting Line:** The position reports to Senior Business Development Manager

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Contribute to strategic planning and the achievement of goals relevant to the Faculty's BD team, specifically the development and management of a pipeline of new research business opportunities consistent with the aspirations and strategic priorities of the Faculty and the University leading to increased research collaborations, a diversification of research funding and the delivery of successful outcomes
2. Co-ordinate and oversee the Faculty's operations relating to research business development in accordance with University policies, procedures and strategic priorities by actively driving the development and presentation of pitches and research proposals to prospective funding partners, together with researchers, from inception through to submission
3. Provide a range of research business development services in accordance with University policies and procedures relating to the preparation of grants, tenders, contract research and other research opportunities including costing and pricing
4. Plan and drive the review and negotiation of research contracts with industry, government and other funding partners with advice from the University's Office of General Counsel, Contracts Management Office and other functional specialists
5. Manage and co-ordinate a work environment of continuous review and improvement of business development practices, operational processes and service provision including the prompt resolution of issues with adherence to privacy, confidentiality and legislative compliance requirements
6. Provide expert, specialist advice and guidance to Faculty leadership and senior researchers pertaining to research business, intellectual property, risk, compliance and other commercial considerations to support delivery of strategic priorities for the Faculty and the University
7. Drive the maintenance of accurate records and files to track proposals, project developments and potential agreement revenue using the University's systems and other data repositories and oversee the regular reporting of the Faculty research business pipeline

8. Develop and maintain strong partnerships with other relevant business units, functional areas and key staff, including provision of expert advice
9. Other duties as directed from time to time

## **KEY SELECTION CRITERIA**

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### **Education/Qualifications**

1. The appointee will have:
  - A degree in a relevant scientific field with postgraduate qualifications in business administration and/or subsequent relevant commercial experience; or
  - A combination of equivalent relevant experience and/or education/training.

### **Knowledge and Skills**

2. Experience in business development including planning, commercial and contractual negotiations, and management in a research-intensive environment
3. Excellent communication and interpersonal skills, including the ability to build rapport, negotiate and build consensus at senior levels with a broad range of internal and external stakeholders and work well within cross functional teams exercising high levels of independence, judgement and initiative
4. Demonstrated experience in working with researchers to develop technical proposals of commercial interest with a strong awareness of risk assessment, intellectual property, confidentiality and scholarly considerations
5. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
6. Strong written communication skills, including attention to detail
7. Demonstrated ability to provide authoritative advice on appropriate policy and legislation, together with the capacity to apply this knowledge to individual situations
8. Highly developed analytical and conceptual skills including demonstrated ability to deliver positive solutions to complex problems
9. An understanding of and empathy with the higher education sector and with research undertaken in the Faculty of Science

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **GOVERNANCE**

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Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.