

POSITION DESCRIPTION – Professional Staff

Position Title: Senior Manager Commercial Research and Commercialisation Level: 10

Division: Research and Innovation Division (RaID)

Unit: Innovation Research and Commercialisation Unit

Primary Purpose of Position:

The main purpose of this position is to direct and manage the activities for the Commercial Research Unit (CRU), the Commercialisation Managers, and the day to day operations of the Business Development Manager within the Innovation and Commercial Research Unit. This is achieved predominantly by the facilitation of mutually beneficial research related commercial relationships with external clients and stakeholders, as well as to continue to provide support to UOW staff to identify and pursue commercial opportunities for their research outcomes.

Position Environment:

UOW has a rich heritage of partnerships with industry based on its engineering, informatics, materials and other research-commercial strengths. It is the strategic direction of the university to increase its research output both quantitatively and qualitatively. Commercial Research and Commercialisation activities significantly enhance UOW's reputation and actual research outcomes.

Commercial Research Unit (CRU)

The Commercial Research Unit (CRU) has responsibility for the administration of Commercial Research at UOW and ensures that commercial research activities adhere to the UOW's Guidelines for Commercial Activities and UOW's Commercial Research Policy. They manage:

- the process of internal approval for UOW researchers to undertake commercial research projects;
- costing of commercial research projects;
- negotiation of contract terms;
- issuing contracts;
- amendments or extensions to all contracts relating to commercial research – in consultation with the Legal Services Unit as required;
- preparation of confidentiality agreements relating to commercial research discussions;
- responding to industry enquiries relating to commercial research projects;
- commercial research promotions and events; and
- tenders.

In addition, CRU also provides advice and assistance to staff undertaking commercial research on:

- initial negotiations with the Client and what they will expect;
- costing the project and preparing a quote;
- assist faculties in negotiating CRC participation
- processes for submitting tenders; and
- adequate commercial terms.

Commercialisation Managers (CMs)

The Commercialisation Managers (CMs) work actively with external partners in industry, government and the wider community in developing and transferring state of the art innovation and technology solutions from the University. Its team of Commercialisation Managers assist in taking the University's innovations and technology ideas to market. They also work with UOW staff to identify the opportunities available to progress staff's ideas and research. The CMs are dedicated to faculty

disciplines and research institutes within the University. The team also includes a Technical Analyst who provides market analysis and pre due diligence support and manages the University's IP database. The team also includes an Assistant and Patent Administrator to support the University's Intellectual Property portfolio and provide support to the CMs.

Newly implemented Commercialisation Procedures govern the teams' activities and include the Easy Access IP approach to commercialisation as well as TechTracks IP database.

Major responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Responsible for the direction and management of Commercial Research Unit (CRU), Commercialisation Managers and Business Development Manager.		40	
2.	Chair the TTO meeting and oversee policy implementation as per the University's Commercialisation Procedures.		15	
3.	Input to the development of effective team business plans in line with the University strategic directions and directions of the Research and Innovation Division.		5	
4.	To identify and develop further strategies and opportunities to support UOW staff in the commercialisation of their research and innovation.		10	
5.	Responsible for the development and implementation of relevant policies which govern all commercial research agreements and activities entered into by the University.		1	
6.	Manage effective allocation and use of resources, including maintaining the budgets, staffing etc.		5	
7.	Oversee the management and finalisation of all university commercial research agreements and achievement of service levels to the satisfaction of key stakeholders. Manage and implement the Customer Satisfaction process and the Research Impact Project.		10	
8.	Provide authoritative advice to Director Innovation and Commercial Research, Deputy Vice-Chancellor (Research) and other senior executives on matters relating to commercial research, commercialisation and partnership engagement.		5	
9.	Maintain coordination and communication with other key stakeholders including Faculties and Research Centres, other Administrative and Research Divisions, research staff, Committee chairs and members.		5	
10.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.		2	
11.	Observe principles and practices of Equal Employment Opportunity			
12.	Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document			

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Director Innovation and Commercial Research
The position supervises the following positions:	Commercialisation Managers - into which also reports the Technical Analyst and Assistant and Patent Administrator Commercial Research Manager – into which also reports the Commercial Research Officer Tender Manager Business Development Manager
Other Key Contacts:	Deputy Vice Chancellor Research Executive Deans Research Institute Directors Associate Deans Research Legal Counsel Director, Research Services Office

Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
Patent Attorneys and lawyers	Continuous
Commercialisation and Commercial Research partners	Continuous
Other research institutes and universities	Continuous
Commercialisation Australia	Regular

Key Challenges:

1. To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues.
2. Accountable for the commercial outcomes of UOW research and innovation activities

SELECTION CRITERIA – Knowledge & Skills:

Essential:

- Demonstrated high level problem solving skills including high level interpersonal, communication and negotiation skills.
- Highly developed organisational skills, including a demonstrated track record in managing multiple strategic projects.
- Demonstrated knowledge in effectively managing the allocation of resources, including budgets.
- Understanding and experience in business development.
- Strong track record in identifying, delivering and enhancing strategies in a large complex organisations.

SELECTION CRITERIA – Education and Experience

Essential:

- Appropriate postgraduate degree qualification in a relevant field
- Experience in driving commercialisation of research and innovation activities
- Demonstrated experience in leading and managing senior professional staff.
- Commercial experience – working in Research & Development environments.
- Demonstrated experience in developing collaborations with a range of external partners, including industry and government

Personal Attributes:

- Strong influencing skills and ability to deal with people across all levels in industry, government
- Strong leader with experience in leading and managing experienced senior staff
- Possess commercial and entrepreneurial spirit

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____