



**UNIVERSITY OF
CANBERRA**

POSITION DESCRIPTION

Position Title:	Director Business Development and Knowledge Transfer Team
Business Unit:	DVC Research Portfolio
Appointment Level:	UC12
Reporting to:	Deputy Vice Chancellor Research
Position Number:	TBC
Vacancy Reference Number:	193

THE UNIVERSITY OF CANBERRA

ORGANISATIONAL OVERVIEW

The University of Canberra is committed to serving its communities through professional education and applied research.

Its purpose is to provide education which offers high quality transformative experiences to everyone suitably qualified; to engage in research which makes an early and important difference to the world around us; and to contribute to the building of just, prosperous, healthy and sustainable communities.

The University's new strategic plan outlines a bold vision to increase student numbers by 50 percent and break through into world rankings by the time the campus celebrates its 50th birthday. The plan contains ambitious objectives based on flexible, high-quality learning, a pervasive international focus and high impact research.

BUSINESS UNIT OVERVIEW

The Business Development and Knowledge Transfer team works within the DVCR portfolio and will play an important role in diversifying funding streams to support research and innovation activities at the University. The team will also support and strengthen the University's activity in areas of knowledge transfer for the benefit of society. These aims will be achieved by providing strategies for enhancing engagement with external parties, including industry and government, and enabling UC discoveries to be translated into real world applications.

Working directly with the UC research community and external parties, the newly created Business Development and Knowledge Transfer team will play a central role in the areas of:

- Tendering for research contracts and membership of tendering panels;
- Negotiation of agreements and contracts in collaboration with the University Legal Office;
- Development of opportunities for industry-supported research and innovation projects;
- Intellectual Property management; and
- Commercialisation activities.

POSITION PURPOSE

Reporting to the Deputy Vice-Chancellor Research, the Director, Business Development and Knowledge Transfer will lead the University in devising strategies and implementing processes for enhanced engagement with external parties – in particular government, business and industry – that will lead to richer opportunities and more diverse financial support for research and innovation and the commercialisation of research discoveries.

DUTIES

1. Establish operational and business plans for the Business Development and Knowledge Transfer Team;
2. Provide direction and leadership to the newly formed Business Development and Knowledge Transfer team. This includes building capability and establishing processes for the delivery of services to the University community;
3. Develop and deliver strategies for the University in areas of business development and partnerships with government to support growth in Category 2 income;
4. Develop and deliver strategies for the University in areas of business development to support growth in Category 3 income, particularly industry revenue, and to secure investment funding;
5. Establish and foster strong relationships between the University and relevant external partners, including industry, government and investors, to facilitate an environment in which innovation and entrepreneurship can flourish;
6. Develop strategies that will lead to demand for UC research across business, industry and government;
7. Establish and oversee the implementation of a pre-tender process that is designed to enable UC to compete for larger bids;
8. Oversee the preparation and timely submission of tenders, ensuring that the tendering team has a full understanding of bid conditions and procedures;
9. Develop and implement strategies and procedures for managing the University's IP assets, including support for IP protection, evaluation of IP assets, and assessment of potential applications;
10. Oversee commercialisation activities, including license agreements and spin out-companies;
11. Develop and oversee training for UC staff and students in matters relating to IP, commercialisation, and partnering; and
12. Play an active role in innovation networks within the ACT, such as CBRIN, and nationally.

SELECTION CRITERIA

1. Formal relevant qualifications and extensive experience in a commercialisation and/or tendering environment;
2. Demonstrated knowledge and understanding of the research and innovation agenda in the higher education sector;
3. Strong leadership and management skills at both strategic and operational level, including experience in contributing to the strategic direction of a diverse organisation and effectively managing a team of professional staff to ensure effective service delivery;

4. Demonstrated experience in developing strategies and processes for business development which has led to growth/diversification of research income streams or can readily be translatable to the university sector;
5. Proven track record in start-ups, raising investment funding, and optimising licensing revenues
6. Advanced analytical and problem solving skills, including the ability to carefully plan for activities and provide quick solutions when needed;
7. Highly developed interpersonal, communication and negotiating skills, with the ability to communicate effectively with internal and external stakeholders and forge meaningful alliances; and
8. Demonstrated understanding of, and commitment to implementation of equity and workplace health and safety principles.