

POSITION DESCRIPTION



Position Title	Business and Industry Engagement Manager
HEW Level	HEW 7
School / Unit	Newcastle Business School
College / Division	College of Human and Social Futures
Reports to	School Executive Officer
Direct Reports	Nil
Contract Type	Ongoing

ROLE DESCRIPTION

The Business Development Manager, is responsible for identifying new opportunities for the School to increase and diversify income streams. This position supports School staff and the executive team to build on existing relationships and create new partnerships with industry, government and non-government organisations (NGO's) for research income diversification and work integrated learning purposes.

The role will involve coordinating and preparing business cases and funding submissions in collaboration with academic staff and providing advice and support to identify and establish income pathways for the School. The role will involve working collaboratively in a matrix structure with other Business Development Managers within the University including the Knowledge Exchange and Enterprise team in the Division of Research and Innovation.

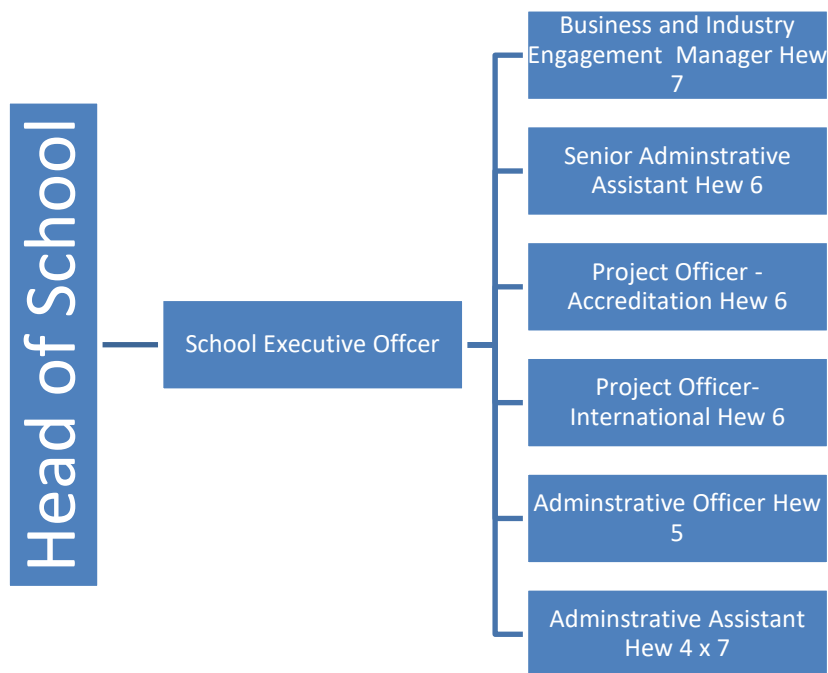
OVERVIEW OF UNIT/SCHOOL AND POSITION CONTEXT

The University of Newcastle stands as a global leader distinguished by a commitment to equity and excellence. Our vision is to be a world-leading University for our regions and creating a better future for our regions and the globe. Underpinned by this vision and our values of excellence, equity, engagement and sustainability, [the University of Newcastle's Looking Ahead Strategic Plan 2020-2025](#) outlines the University's commitment to delivering an exceptional student experience and serving our communities.

The Newcastle Business School teaches offshore and in Sydney, Newcastle City, Online and Ourimbah. This position will be primarily located at the Newcastle City campus.

The University of Newcastle's Business School (NBS) has received international acclaim for its programs through accreditation with AACSB and EQUIS. Newcastle Business School is renowned for excellence in internationally relevant research. Many of our academic staff members are leaders in their research disciplines and are published consistently in top international and national journals. Our research priorities and strengths reflect the areas in which we are contributing considerably to the knowledge base in business.

ORGANISATION CHART



ROLE RESPONSIBILITIES AND TYPICAL ACTIVITIES

Areas of accountability listed in approximate order of importance and time commitment

Area of accountability	Core responsibilities & typical activities	Measures of performance
Business Development	<p>Identify and facilitate new income streams for the School through development of opportunities for non-grant-based research, consultancy and commercialisation with external partnerships and collaborations with business, government, NGOs and international partners (in collaboration with Knowledge Exchange and Enterprise).</p> <p>Coordinate and prepare business cases and funding submissions in collaboration with academic staff.</p> <p>Provide advice and support to identify and establish income pathways for the School.</p> <p>Participate in the identification, evaluation and development of intellectual property capabilities and resources within the School with the express aim of translation into commercial opportunities (in collaboration with Knowledge Exchange and Enterprise).</p> <p>Identify opportunities, undertake analysis, benchmarking and reporting to inform education, research, and industry and business development.</p> <p>Project management including, identifying risks and opportunities, planning, coordinating actions within the project timelines.</p>	<p>External opportunities identified, business cases and proposals for funding prepared and supported to submission.</p> <p>Tender opportunities identified and new bids submitted.</p> <p>Timely establishment of agreements and relevant processes</p> <p>Data, benchmarking, analysis and recommendations are presented in a considered and accurate manner to inform strategies and initiatives</p> <p>Projects delivered on time and in scope.</p>

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Engagement and partnerships	<p>Develop and execute partnership engagement plans to support key relationships and optimise the potential for generating and diversifying income.</p> <p>Support industry partnerships through engagement activities and events and develop relationships with key staff at partner institutions (in collaboration with Knowledge Exchange and Enterprise).</p> <p>Collaborate with key stakeholders on projects relating to business development, including products and services for the international education market.</p>	<p>Partnership engagement plans devised, executed and reported on.</p> <p>School represented at appropriate events and networks cultivated and engaged.</p> <p>Positive stakeholder feedback</p>
Health and Safety	<p>Promote, embrace and demonstrate a commitment to ensuring a healthy, safe and productive workplace culture</p>	<p>A positive WHS culture as measured by College WHS KPI's and stakeholder evaluations</p>
Other	<p>Undertake any duties relevant and appropriate to this level, including working across portfolios as required</p>	

POSITION CHARACTERISTICS

<p>Organisational Knowledge</p>	<p>Detailed knowledge of a range research and education policies and requirements and the interrelationship between a range of policies and activities including receiving and acquitting eligible external income – with a particular focus on research, contract research, commercial initiatives and products, and commercialisation of intellectual property.</p> <p>Develop and maintain a detailed knowledge of School research capabilities, programs, selling points and admissions requirements.</p> <p>May negotiate solutions where a range of interests has to be accommodated.</p>
<p>Professional / Industry Knowledge</p>	<p>Remain abreast of the higher education sector and broader research and innovation/education and innovation sectors in Australia.</p> <p>Apply knowledge of Australia's international education sector including trends and opportunities in this market.</p> <p>Apply expertise in business development including identifying and writing business cases, proposals for funding and request for tender.</p>
<p>Level of supervision / independence</p>	<p>Operate under general direction and provide specialist advice and guidance on business development opportunities.</p>
<p>Problem solving and judgement</p>	<p>Responsible for independently monitoring, reviewing and developing procedures in own functional area and provide recommendations to senior staff.</p> <p>Be able to cross organisational, functional or specialist boundaries to coordinate actions and propose initiatives.</p>

Key relationships (internal & external) & immediate team	Maintain positive relationships with university staff and students, International education agents and international and industry partners as well as Knowledge Exchange and Enterprise (KEE), Research Services, TUNRA and NAIHE.
Challenges	
Special Characteristics	Ability to work outside business hours and across multiple locations as required.
WWC Check Required	No
Criminal Record Check required	No
Entrusted role check	No
Delegated authority required	No

EXPECTED BEHAVIOURS

The role is expected to display personal qualities and behaviours consistent with Middle Leaders Level as outlined in the Leadership Framework.

The University of Newcastle Leadership framework describes six leadership capabilities for both academic and professional staff. At the University of Newcastle leaders; shape the future, engage beyond the University, work collaboratively, strive for excellence, drive performance and show courage and respect.

At the University of Newcastle, we recognise that while leaders exist at all levels, people face different challenges and demands depending on their leadership level. For each Leadership Capability the behaviours reflect how each capability can be observed at different leadership levels in the University.

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.
- Do the job without undue risk to your own or others health, safety and welfare at work.
- Work on campus the majority of the time, as the role is student facing.

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.

ESSENTIAL CRITERIA

- Qualification/experience: Completion of a degree with at least 4 years subsequent relevant experience; or extensive experience and management

expertise in business development; or an equivalent combination of relevant experience and/or education/training.

- Technical knowledge and skills: Demonstrated experience in identifying and developing new commercial opportunities from education, technology or research.
- Technical knowledge and skills: Demonstrated ability to develop business cases, funding proposals and industry partnerships, including the ability to analyse and recommend income proposals.
- Interpersonal and communication skills: Excellent written and interpersonal skills to interact across cultures and diverse professional spheres; academic, administrative, public and corporate sectors with demonstrated experience in writing/editing funding submissions.
- Working to time frames: Proven capacity to develop and implement plans to achieve defined outcomes including the ability to meet competing deadlines.
- Knowledge of, and experience in adhering to workplace policies and procedures in the areas of work health safety, equity, diversity and promoting a respectful workplace culture.

PD Last reviewed:	April 2023
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