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Position Description

Position Title:	Business Development Assistant
Salary Range:	Professional & Administrative Salaries Level 4 Step 3 - Level 5 Step 6
Reporting Manager:	Dr Shari Lofthouse and Dr Jacque Crawford
Direct Reports:	None
Home Group:	Business Development

Who are we?

The Murdoch Children's Research Institute (MCRI) is home to significant scientific discoveries. We believe there is an answer, a cure or a better treatment for every childhood condition – and we're determined to find it.

We are a diverse team of world-leading researchers, doctors, engineers, and hardworking professionals in corporate and scientific services from all corners of the world with one shared goal – to transform child health worldwide.

Our strength lies in our partnership and co-location with The Royal Children's Hospital and the University of Melbourne – the Melbourne Children's Campus. This rare model amplifies opportunities to quickly translate research into clinical care.

At MCRI, you'll also find our subsidiary organisation, the Victorian Clinical Genetics Services (VCGS), a specialist childhood, prenatal and adult genetics service. VCGS provides an integrated genetic consultation, counselling, testing and diagnostic support service to children, adults, families and prospective parents.

Together, we share a powerful vision: re-imagine the future of child health.

What is it like to work for us?

We are committed to ensuring a positive working environment that values all backgrounds and experiences. We cultivate an inclusive culture that is underpinned by equal opportunity for all and a culture based on respect, consideration and dignity. We are also committed to developing our people and fostering an environment where learning and development is central to our staff reaching their full potential.

About Research Support and Operations Team (RSO)

Our mission is to improve the efficiency and effectiveness of our researchers by focusing our efforts in three important areas: providing more time for research; improving research resources and services; and delivering an excellent research environment. More research time and better resources allows our researchers to be best placed to continue to make discoveries to improve the health and wellbeing of children.

Position Overview

The Business Development Assistant will work closely with the Head of Business Development, the Intellectual Property Manager and other members of the Business Development team to provide technical and administrative support for the Business Development Office.

This is an exciting opportunity to gain valuable in-house experience in the health sector and work in a busy and dynamic team. The ideal candidate will have an interest in medical research and child health with a focus on commercialisation and intellectual property. Strong interpersonal skills with initiative and confidence are essential attributes for this role.

Key Accountabilities

- Population and maintenance of Inteum Contract and IP database, including entry and archiving of new contracts; opening IP files, processing IP correspondence and monitoring IP deadlines; and monitoring licence obligations and royalty payments.
 - Generating reports from Inteum database to summarise progress on IP filings, commercial income and licensing agreements etc, as required by the BD Team.
 - Assisting BD Managers in searching scientific literature and market databases (such as GlobalData etc).
 - General administrative duties supporting the Business Development team including updates of website and marketing material, preparation of PowerPoint presentations, organising travel arrangements, diary management, arranging payment of invoices and reimbursements and other administrative tasks as required within the Business Development Office.
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Selection Criteria

Essential

- Demonstrated written and oral communication skills.
- Excellent computer software skills and database expertise.
- Attention to detail and time management skills to manage multiple and changing priorities while working to deadlines.
- Strong research skills, including analytical, conceptual and problem-solving skills.
- Ability to work autonomously and as an effective member of a small team providing support where required.
- Understanding of scientific terminology.
- Ability to maintain confidentiality.

Desirable

- A science degree or equivalent
 - Experience in using and updating Contract and IP databases (such as Inteum, Inprotech or LEX).
 - Knowledge of MTAs, licence and other agreements.
 - Understanding of the patent system and processes for protecting IP.
 - Patent and scientific literature searching.
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Conditions of Employment

- Working with Children & National Police Clearance (if appointed) in compliance with the Victorian Governments Child Safety Standards.
 - The right to reside and work in Australia and you meeting any applicable visa conditions.
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Health, Safety & Wellbeing

- We are committed to providing and maintaining a working environment which protects the health, safety and wellbeing of our people, partners and the community.
 - Employees conducting duties on behalf of MCRI are expected to meet the environment, health and wellbeing requirements and responsibilities specifically required for the role.
 - We are committed to supporting children in their right to be safe and adhere to the responsibilities we have to ensure their protection and safety as per the Child Safety Standards Policy.
 - Specified positions may be subject to medical review to ensure that the inherent requirements of the role can be undertaken safely.
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As MCRI evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its employees. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. This position description is intended to provide an overall view of the incumbent's role as at the date of this statement.