

POSITION DESCRIPTION : BDI Commercialisation Project Manager

SECTION A : Position Context

Position Title	Commercialisation Project Manager, Burnet Diagnostics Initiative
Classification	Professional Level 9: \$120,846 - \$125,731 + super + salary packaging
Location	85 Commercial Road Melbourne
Effective Date	June 2022

Purpose:

The Commercialisation Project Manager will work as an integrated team member with the Burnet Diagnostics Initiative (BDI) to manage all product development projects. This includes defining project objectives, project scope, project deliverables, defining the project's quality requirements and standards, roles & responsibilities, defining resource requirements and managing resource availability & allocation, outlining a budget based on requirements and tracking costs to deliver project on budget, preparing a detailed project plan to schedule key project milestones, workstreams & activities, and identification of projects associated risks and opportunities. The Commercialisation Project Manager will also have responsibility for tracking the project and providing regular reports on project status to project team and key stakeholders.

The position is responsible for assisting to improve the BDI's impact through commercialising intellectual property and research outcomes. This includes identifying research to be licensed and providing expert advice on commercialisation to BDI researchers. The role includes building internal and external networks to identify opportunities for research commercialisation, market research and building a business case. Assistance in applying for funding from a variety of sources is also key to the role.

The Commercialisation Project Manager will manage the relationship and communication with internal and external parties and all stakeholders, ensuring the project is delivered to their satisfaction. In addition, the person may manage compliance including institutional biosafety committee applications and reports, prepare human ethics applications and management of administration related to clinical studies and trials.

Supervision Reporting Relationships:

This positions' supervisor/manager	Director, BDI
Other positions reporting to <u>this</u> position	none

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas		
1.	Commercialisation	<ul style="list-style-type: none"> Work with the Director of the BDI and Executive Manager of the Commercialisation, Innovation, and Industry Partnerships (CIIP) team to manage commercialisation and translation of Intellectual Property (IP), achieving objectives and deliverables in line with the BDI and Burnet Institute strategy. Help to manage the identification, evaluation and potential translation of particular ideas, research programs and technologies Develop and implement translation and/or commercialisation plans for BDI IP. Work with the team to ensure delivery to timeframes and milestones establishing effective transparent governance. Assist CIIP in the negotiation of translation and/or commercialization terms including preparation of terms sheets, license terms and conducting due diligence.

Key Responsibility Areas		
		<ul style="list-style-type: none"> Help to report on the outputs and impact of BDI projects, including preparing proposals, briefing papers and reports, and developing innovative communication techniques e.g., data visualisation. Provide the interface between academics, business development and research translation staff, building strong networks Develop an in-depth knowledge of projects and outputs across BDI, identifying potential opportunities for the translation of these outputs Represent BDI to external stakeholders.
2.	Project management	<ul style="list-style-type: none"> Manage the BDI portfolio of product development projects. Use project management software to track projects and budgets over time. Work with the Director, Scientific Director Laboratory Manager and Quality Systems Manager to coordinate and prioritise activities within the BDI. Define project objectives, project scope, project deliverables, roles & responsibilities. Define resource requirements and managing resource availability & allocation – both internal and third party. Outlining a budget based on requirements and tracking costs to deliver project on budget. Prepare a detailed project plan to schedule key project milestones, workstreams & activities. Manage delivery of the project according to this plan in conjunction with laboratory manager Track project and providing regular reports on project status to project team and key stakeholders. Manage and adjust for any changes in project scope, quality, schedule and / or budget. Identify and mitigate potential risks and the identification of opportunities. Managing the relationship and communication with relevant stakeholders, ensuring the project is delivered to their satisfaction. Maintain a project register and documentation associated with projects Maintain all documentation required for regulatory and statutory requirements
3.	Quality Systems	<ul style="list-style-type: none"> Work in an environment that operates under a quality management system Ensure that quality management forms and records are used as intended and completed as required. Participate in internal audits and assist in the preparation of internal audit reports. Assist in recording and following-up on non-conformities and corrective/preventive action. Identify improvement opportunities across the work streams covered by the BDI's Quality Management System.
4.	Data Management	<ul style="list-style-type: none"> Ensure that all relevant data and documentation are kept up to date and accessible on relevant servers and in online software applications. Ensure that all relevant data and documentation are aligned to ethics and contractual requirements.
5.	Scientific	<ul style="list-style-type: none"> Participate in background research to ensure project risks and opportunities, milestones, and deliverables are properly understood.
6.	Communication Skills	<ul style="list-style-type: none"> Prepare written reports using MS365 for internal and external communication. Prepare presentations for internal and external communication. Excellent interpersonal skills and a strong customer focus responsive to needs. Friendly, open, and willing to learn new methods and communicate knowledge across the team and train others.
7.	Occupational Health & Safety	<ul style="list-style-type: none"> Refer to the "Burnet OHS responsibilities and roles" document for full details on specific OHS obligations and responsibilities of Board of Directors and other officers / Senior Management / Managers with People Responsibilities / Employees (remove roles that are not relevant)
8.	Training	<ul style="list-style-type: none"> Complete all required training in line with the position / role. Attend conferences and training as required to maintain proficiency. Adhere to the spirit and practice of Burnet Institutes Code of Conduct, Health and Safety and policies, and Equity and Diversity initiatives.

Occupational Health and Safety

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

SECTION C: Key Selection Criteria

Qualifications		Essential/ Preferable
	Bachelor's Degree in relevant field	Essential
	Masters or PhD in relevant field	Preferable
	Diploma of Project Management	Preferable

Experience / Knowledge / Attributes		
1.	Professional skill and knowledge of research translation, commercialisation, and market research.	Essential
2.	Demonstrated success in negotiating commercial and legal arrangements for research translation.	Essential
3.	Demonstrated skills in building internal and external networks in relation to research translation and commercialisation of intellectual property.	Essential
4.	Ability to prioritize and manage multiple assignments, and efficiently manage multiple requests for information and assistance and to work under pressure of various deadlines.	Essential
5.	High level of interpersonal communication including the ability to consult with senior executives, external bodies, negotiate agreed directions, outcomes, and targets within a collaborative environment in a complex organisation.	Essential
6.	Demonstrated understanding of higher education and/or public sector research in relation to research translation and/or commercialisation.	Essential
7.	Proven working experience in project management	Essential
8.	Solid organisational skills including attention to detail and multitasking skills	Essential
9.	Project Management Professional (PMP) / certification	Preferable
10.	Knowledge of laboratory compliance standards	Preferable
11.	Experience with project management software tools	Essential
12.	Excellent organisational skills	Essential
13.	Knowledge of regulatory frameworks for in vitro diagnostic medical devices (IVDs)	Preferable
14.	Effective document control	Essential
15.	Excellent written and verbal communication skills	Essential
16.	Strong interpersonal skills	Essential
17.	Strong understanding of the design and development of diagnostic assays	Preferable
18.	Ability to adjust to a fast-paced work environment	Essential
19.	Leads change with passion and commitment, setting an example for others and empowering staff	Essential
20.	Communicates clearly and consistently to provide a clear sense of direction to colleagues internally and externally	Essential
21.	Works as a visible member of the BDI team	Essential
22.	Knowledge of human ethics and has cGCP training	Preferable
23.	Knowledge of Institutional Biosafety Committee frameworks and associated legislation	Preferable

Other Requirements

The Burnet Institute is a child safe organisation. The incumbent of this position may be required to undergo a Police Check or Working with Children Check as a condition of their employment.

This position involves the following contact with children (any individual aged under 18 years):

None	NONE
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SECTION D: Burnet Overview

Burnet Institute is a leading Australian, unaligned, not-for-profit organisation focused on achieving better health for vulnerable communities in Australia and internationally by accelerating the translation of research, discovery, and evidence into sustainable health solutions.

Since 1986, Burnet has linked discovery-oriented, medical research with practical action to help solve devastating global health problems that affect the most vulnerable. This sets us apart from other organisations. Institute-wide interdisciplinary health programs - Maternal, Child and Adolescent

Health; Disease Elimination; Behaviours and Health Risks, and Health Security - are at the heart of our daily decision-making. The Institute's highly diverse skill base of laboratory and field research, and technical expertise, is fostered across cross cutting disciplines of Life Sciences, Public Health, and International Development.

Whilst our headquarters is in Melbourne, Australia, we also have offices in Papua New Guinea and Myanmar and are actively involved in research and public health programs throughout Australia, the Asia-Pacific region, and Africa. Burnet is the only unaligned organisation in Australia that has dual accreditation with both the Australian National Health and Medical Research Council (NHMRC) and the Department of Foreign Affairs and Trade (DFAT).

Further Information:

For further information, please contact Jen Barnes, jennifer.barnes@burnet.edu.au