

A more equitable world through better health.



POSITION DETAILS

TITLE	Funding Partnerships Manager (Life Sciences)
CLASSIFICATION	Level 9.1 (\$142,719 + super + salary packaging)
TIME FRACTION	1.00 FTE
CONTRACT TYPE	Ongoing
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land
REPORTS TO	Director, Funding Partnerships
DIRECT REPORTS	Nil
LAST UPDATED	July 26

POSITION SNAPSHOT

Reporting to the Director, Funding Partnerships, the Funding Partnerships Manager (Life Sciences) will be an integral member of the Funding Partnerships team, supporting researchers and working groups to identify, secure, and manage new funding opportunities aligned with Burnet's strategic priorities.

The Funding Partnerships team is responsible for developing and coordinating competitive and strategic funding partnership opportunities across the Institute. Working closely with the Funding Partnerships Manager (International), Research Grants Manager, Trusts and Foundations Manager, and Funding Partnerships Officer, this role will contribute to the growth and diversification of Burnet's funding portfolio.

With a focus on Life Science Funders, the role supports all three of Burnet's core research programs (Women's, Children's and Adolescents' Health; Health Security and Pandemic Preparedness; and Disease Elimination) and associated working groups. The position will primarily focus on identifying and securing funding from life science and health research funders in Australia and internationally, including government departments and agencies, major international funders, and industry-sponsored research programs.

The role will focus on strategic, translational, and research funding opportunities and is not primarily responsible for managing traditional investigator-led grant schemes such as NHMRC Investigator Grants, MRFF Investigator-Initiated Research, or NIH investigator-led funding programs.

The team member will lead opportunity identification, assessment and proposal development including maintenance of institutional information for submissions, ensuring submissions meet internal expectations for budgeting and cost recoveries, and contract review and negotiations. This role may require some in-Australia and International travel.

KEY RESPONSIBILITY AREAS

1. PROPOSAL DEVELOPMENT	• Work with internal Working Groups to manage the identification, evaluation and development of new activities across life sciences and health research funders (excluding NHMRC and MRFF programs) • Review and respond to the 'Intention to Apply' process • Support Working Groups to lead and manage proposal and grant development • Oversee budgeting process for competitive submissions • Develop and maintain internal resources and templates for proposal writing • Develop and maintain relationships with key internal and external stakeholders and funding partners
2. PARTNERSHIP AND ENGAGEMENT	• With the Director Funding Partnerships, lead the development and maintenance of key partnerships with Programs, Working Groups and external stakeholders • With the Director Funding Partnerships, and other senior institute leaders, lead and/or support key external Institute funding partnerships • Represent Burnet Institute in various funder meetings and forums – with ability to discuss the breadth of whole of institute activities • Identify potential opportunities and link with relevant Programs, Working Groups and Strategic Initiatives • Maintain records of internal and external discussions through management of meeting papers • Undertake Due Diligence assessments of new partners within a risk management framework

3. CONTRACT MANAGEMENT	Support and lead when necessary, with internal WG's, contract review and negotiations for successful 'new business' activities
4. STRATEGIC AND BUSINESS SUPPORT	- With the Director, Funding Partnerships, provide guidance and support to other team members in areas of the manager's responsibility. - Conceptualise, develop and review policies, objectives and strategies involving high level liaison with internal and external groups - Provide strategic support and advice (e.g. to programs/activities or organisational support level) requiring integration of a range of internal and external policies and demands i.e. develop Funding Partnership training packages for Working Groups - Represent the Funding Partnership team on internal initiatives which may impact on other areas of the institute
5. TRAINING	Responsible for completing all required training in line with the position / role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES	
1. Bachelor's Degree in relevant area (Master's Degree Preferable)	Essential
2. Experience in preparation of proposals and submission budgets for government and other funders; Understanding of research funding landscape (funders, networks, priorities); Knowledge and experience of business development within an academic environment	Essential
3. Demonstrated skills in building internal and external networks with research organisations, funding partners and stakeholders relevant to life sciences and health research.	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. Excellent written and verbal communication skills; organisational and document management skills including attention to detail	Essential

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Burnet Institute is a foundation partner of the AIID, a visionary initiative designed to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. The state-of-the-art facility is expected to be open in 2028 and will be home to Burnet Institute, Doherty Institute and The University of Melbourne, with funding from the Victorian Government. In joining this exciting initiative, Burnet will remain an independent medical research institute.



BURNET 2030 STRATEGY

The Burnet 2030 Strategy focuses on growing our impact, placing equity at the centre of what we do, and paying close attention to the effects of a rapidly changing climate and environment. Our point of difference is our technical breadth—from laboratory-based discoveries to field research, to commercialisation to development programs; all to progress toward a more equitable world. This is what sets us apart. Our Strategy will also see us invest in our people, building our position as the aspirational workplace within the sector with ethical values and a culture committed to fostering talent for future leadership and rewarding careers.

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.

OTHER REQUIREMENTS

Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE

Indirect Contact With Children

ENQUIRIES

For enquiries, please contact careers@burnet.edu.au