

Head of Commercial Partnerships

Classification: Level 10+ plus super and salary packaging

Contract type: Ongoing

Time fraction: Full-time

Location: 85 Commercial Road, Melbourne, Boonwurrung Land, Victoria, Australia

Reports to: Director, Commercialisation

Working Group: Commercialisation and Research Translation

Discipline: Professional Services

Direct reports: Business Development Manager, Business Development Associate

Last updated: August 2026

Position snapshot

The Head of Commercial Partnerships plays a leadership role in delivering Burnet's commercialisation and growth agenda. Responsible for a dedicated portfolio of opportunities, the role identifies and develops pathways that maximise the impact, translation and sustainability of Burnet's research and innovation activities. Working across industry, government, philanthropy and research sectors, the Head of Commercial Partnerships builds strategic partnerships, shapes commercial strategies, secures resources and drives opportunities through to implementation. The position combines commercial acumen, stakeholder engagement and strategic leadership to help grow Burnet's pipeline of partnerships, translational initiatives and commercial opportunities

Key responsibilities

1. Lead business development and external engagement to source, qualify, and progress commercial opportunities.
2. Negotiate and close licences, collaborations, research agreements, and other commercial arrangements.
3. Build and maintain strategic relationships with industry, investors, clinical partners, and other external stakeholders.
4. Work with researchers and internal stakeholders to understand technology value and positioning where required.
5. Assess commercial viability, intellectual property position, market opportunity, and deal structure.
6. Manage transactions through internal approval, execution, and post-deal handover processes.
7. Provide leadership, coaching, workload allocation, and performance support for Business Development Manager and Business Development Associate.
8. Contribute to pipeline governance, reporting, and team planning.
9. Support commercialisation strategy and promote a deal-focused, outcomes-oriented culture.

Additional responsibilities / People leadership

- Ensure participation of all staff in the Performance Development Cycle to enhance performance and identify training, professional development and career coaching needs.

- Ensure compliance within the group in relation to all required compliance training including online and face to face training.
- Manage HR issues with the support and guidance of HR as needed.
- Manage leave within the group to ensure leave balances are kept within institute policy guidelines.
- Coach and support staff and students.

Training

- Responsible for completing all required training in line with the position / role

Key selection criteria (maximum of 8 to meet accessibility guidelines)

Qualifications / experience / knowledge / attributes

1. **Criteria 1** essential
Demonstrated success in commercialisation, business development, partnerships, technology transfer, or related commercial growth activities.
2. **Criteria 2** essential
Strong track record working with industry to identify opportunities, negotiate significant deals, and close commercial agreements.
3. **Criteria 3** essential
Experience negotiating and managing licences, collaborations, research agreements, start-up-related transactions, or other complex commercial arrangements.
4. **Criteria 4** essential
Strong commercial judgement, including the ability to manage competing priorities and complex stakeholder interests.
5. **Criteria 5** essential
Evidence of people leadership or supervision, including mentoring, coaching, workload management, and staff development.
6. **Criteria 6**
Excellent communication, influencing, stakeholder management, and relationship-building skills, with the ability to build networks across industry, investor, and innovation ecosystems.
7. **Criteria 7** essential
Experience in life sciences, medtech, biotech, therapeutics, or related sectors, with familiarity in IP, patenting, due diligence, and deal structuring.
8. **Criteria 8** essential
Demonstrated success in commercialisation, business development, partnerships, technology transfer, or related commercial growth activities

About Burnet Institute

Burnet Institute is one of Australia's leading medical research and public health institutes.

We believe all people should have access to medical research and health programs, no matter who they are or where they live.

Since our beginnings at the Fairfield Hospital in 1986, we've developed our expertise in life sciences, public health and international development to drive better health outcomes for communities near and far.

Today, we're working for a future where diseases are eliminated, where mothers and children are thriving, where the world is better prepared for health challenges, and where people are supported to reduce harms to their health.

Learn more about [our strategy for greater impact in a rapidly changing world](#).

View our [health themes](#), [core programs](#) and [flagship initiatives](#).

Our vision

A more equitable world through better health.

Our purpose

To create and translate knowledge into better health, so no-one is left behind.

Our values

Respect, equality, inclusiveness, diversity.

Where we work

Burnet has offices in Papua New Guinea, Myanmar and Vanuatu, and also contributes to research and public health programs in many other countries across Asia, the Pacific, Africa, Europe, and North America.

Australian Institute for Infectious Disease (AIID)

The AIID aims to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. Its formation maximises the strength of partners and provides enhanced capabilities across research and its translation, public health, and education. The AIID is a collaborative initiative of foundation partners Burnet Institute, the Doherty Institute and The University of Melbourne, with funding from the Victorian Government.

Occupational health and safety

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 and to adhere to relevant policies, procedures and safe work practices thereby contributing to a safe, healthy and respectful workplace for all employees, contractors and visitors

Other requirements

Burnet 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: working with children / indirect contact with children