

# A more equitable world through better health.



## POSITION DETAILS

TITLE	Business Development Manager
CLASSIFICATION	Professional Level 9.1: \$138,562 + super + salary packaging
TIME FRACTION	Full time
CONTRACT TYPE	Ongoing
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land
REPORTS TO	Senior Manager, Business Development
DIRECT REPORTS	Nil
LAST UPDATED	March 25

## POSITION SNAPSHOT

This position will be instrumental in supporting the business development function to identify new business opportunities, build partnerships, and drive revenue growth through strategic planning, market research, and competitive analysis. The position will also provide support for innovations identified as having significant impact, fostering innovation culture across the institute. The role will work collaboratively across the institute, in particular with other CRT team members, marketing and communications, and the philanthropy team.

## KEY RESPONSIBILITY AREAS

Business Development	<ul style="list-style-type: none"><li>Conduct regular pipeline reviews with researchers across diverse portfolios</li><li>Provide support for opportunity assessments through market analysis and commercial strategy, working closely with researchers, Senior Manager for IP and Legal and other CRT members where necessary</li><li>Identify and develop strategic partnerships with relevant stakeholders to support the development and translation of Burnet innovations</li><li>Support negotiations of partnership, collaboration, and license agreements working closely with the CRT Leadership team and relevant business units</li><li>Horizon scanning for commercial funding and opportunities to generate revenue to support the sustainability and growth of Burnet offerings</li><li>Develop business plans and marketing pitches</li><li>Support special initiatives in collaboration with other CRT teams and business units</li></ul>
Relationship management	<ul style="list-style-type: none"><li>Build strong and effective relationships with existing and potential partners, stakeholders, and clients ensuring those relationships are extended to include the CRT leadership team</li><li>Actively seek and build relationships internally with researchers and other business units, fostering a culture of innovation and enhancing the reputation of the CRT</li><li>Ensure CRMs are updated to capture level of internal and external engagement</li></ul>
Reporting and Data Management	<ul style="list-style-type: none"><li>Provide routine reports on status of portfolio opportunities and activities</li><li>Contribute to development of centralised documents for opportunity assessments</li><li>Monitor and evaluate the effectiveness of product development initiatives and track key performance indicators for reporting to the CRT leadership team</li><li>Ensure consistent activity tracking to office and personal KPIs are recorded</li><li>Ensure all internal processes are followed for IP and Commercial matters. Ensure that all relevant data and documentation are kept up to date and accessible on relevant servers and in online software applications.</li></ul>
TRAINING	Responsible for completing all required training in line with the position / role.

## KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	A advanced degree in life science, or equivalent experience with the ability to communicate across a wide range of technical areas;	Preferable
2.	Demonstrated experience in negotiating commercial and legal arrangements around innovations	Essential
3.	At least 3 years' experience in life science commercialisation;	Essential
4.	Highly organised and a results-driven professional;	Essential
5.	Exceptional oral and written communication skills in dealing with a broad spectrum of stakeholders	Essential
6.	High level of interpersonal skills being successful in building and maintaining networks and relationships internally and externally	Essential
7.	Highly analytical able to quickly synthesis complex information into clear and succinct reports for general audiences	Essential
8.	Excellent teamwork and interpersonal skills and the ability to rapidly develop strong working relationships and open communication channels.	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	No Contact With Children
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## ENQUIRIES

For enquiries, please contact [careers@burnet.edu.au](mailto:careers@burnet.edu.au)