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**POSITION DESCRIPTION**

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| **POSITION TITLE** | Business Development Manager |
| **POSITION NUMBER** | 00058339 |
| **POSITION LEVEL** | HEW 7 |
| **SECTION** | The Hopkins Centre, Menzies Health Institute Queensland and Metro South Hospital & Health Service |
| **ELEMENT** | MHIQ and MSHHS |
| **SUPERVISORY RESPONSIBILITIES** | Supervision of Administrative Assistant, Research Assistants and Capacity Building/Translation staff in the Research Support Unit |
| **EMPLOYMENT TYPE** | Part time |

**BACKGROUND**

The Centre’s research is actively contributing to the creation of places, relationships, practices and systems that promote health and quality of life by:

* Developing inter-disciplinary and trans-disciplinary responses to complex health and social issues
* Collaborating with industry, government and community to increase the relevance of research
* Building Capacity to appreciate and apply evidence-based practice and policy-making
* Supporting the translation of knowledge into practice and policy

Our areas of research are underpinned by methods that address the knowledge that is required to bring about healthier communities and workplaces that can prevent illness and injury, but also societies and systems that can prevent marginalisation and disadvantage.

Metro South Hospital and Health Service and Griffith University have a strong history of collaboration on recovery, rehabilitation & resilience research and service development. This collaboration has an interest in developing and conducting research of relevance of rehabilitation across complex environments. The appointment of a Business Development Manager is an important step in consolidating the establishment of this Centre and building a pathway to the future.

**REPORTING RELATIONSHIPS**

**POSITION OBJECTIVES**

The Business Development Manager will be responsible for identifying, developing, and managing research partnership opportunities for the Centre including activities of strategic relevance to Metro South Health and School of Human Services and the Menzies Health Institute Queensland, Griffith University. The position will contribute to the efficient and effective operation of the Centre, enhance the capacity of the Executive and leadership team and provide a leadership role to the research support unit.

**KEY ACCOUNTABILITIES**

* Manage the business of the Centre by providing supervision to the Research Support Unit which focuses on building research capacity, translating evidence into products or processes in practice, promoting the productivity of the membership and ensuring timely reporting and communication about research activity in the Centre.
* Develop and implement a communications plan for the Centre to support internal and external communication about the Centre and its objectives.
* Develop and implement a strategic business development plan in collaboration with the Executive, Management Committee and Advisory Committee to identify, facilitate and support partnership opportunities with external organisations that result in sustainable and valuable engagements to further the objectives of the centre.
* Identify analyse, create and promote opportunities for impact and translation by working closely with academics, clinicians, partners and end-users to support communication about research.
* Develop maintain and promote relationships both within and external to the Centre and act as a single point of contact for external entities.
* Lead effective marketing of the centre and its expertise, services and products to ensure that the centre is positioned as a preferred partner in rehabilitations and disability research.
* Manage Centre budgets and ensure timely and accurate reporting to key stakeholders with assistance from the University Finance Office.
* Assist in the identification of key priorities for the Centre through mechanisms such as the Advisory Committee and monitoring key policy decisions, tracking opportunities etc.
* Develop a fundraising and marketing plan aimed at engaging prospective donors, sponsors, partners in collaboration with the PAH Foundation and the Griffith University Development and Alumni Office.
* Develop and manage existing relationships with research funding organisations, research organisations and industry partners.
* Manage, monitor and report on progress towards achieving key performance indicators.
* Contribute to the preparation or, where appropriate, individually prepare research proposals and contracts to external funding bodies.
* Report to the Management and Advisory committees on the operation of the centre, as well as providing secretariat support to the committees.
* Provide general leadership and support to the Research Support Unit and other researchers including duties as reasonably directed by the Professor, Disability and Rehabilitation Research Griffith University
* Actively participate at meetings associated with research or funding connected to The Centre
* Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to these.
* Lead and support fair, ethical and professional work practices in accordance with the University Code of Conduct.

**SELECTION CRITERIA**

* Tertiary qualifications in a relevant discipline and/or an equivalent combination of relevant experience, education and training.
* Demonstrated experience in developing and implementing successful fundraising and/or development initiatives, strategies, programs and events in a complex environment with multiple stakeholders incorporating knowledge of the latest fundraising trends and research.
* Demonstrated experience in initiating, developing and maintaining high level relationships with existing and potential benefactors, corporate and private sector networks and key stakeholders.
* Excellent interpersonal and communication skills, including report writing, grant writing, negotiation skills, and the ability to undertake donor research and analyse results.
* Demonstrated ability to work autonomously, with minimal supervision, meeting set timelines and achieving agreed deadlines and achieving strategic and operational outcomes
* Demonstrated understanding of the research, clinical and funding environments in which the Centre operates.
* Well-developed oral communication, negotiation and relationship management skills; including the ability to liaise with colleagues at all levels, and to present a professional image of the Centre in a range of settings.

**BENEFITS AND CONDITIONS**

The following links provide access to information regarding the range of benefits enjoyed by Griffith staff and also key information regarding employment conditions.

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| **BENEFITS** | **CONDITIONS** |
| * [Education assistance for Academic staff](http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/fbf9d2a80242929f4a256be200630db4?opendocument)
* [Education assistance for General staff](http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/ba0a35ded685a89e4a25770d001dab5f?opendocument)
* [Health plan](http://www.griffith.edu.au/future-staff/benefits-conditions/health-plan)
* [Salary packaging](http://www.griffith.edu.au/future-staff/benefits-conditions/salary-packaging)
* [Superannuation](http://www.griffith.edu.au/future-staff/benefits-conditions/superannuation)
 | * [Code of conduct](http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/dfa2347a8bf28c184a256be6006321b7?opendocument)
* [Academic Staff Enterprise Agreement](https://intranet.secure.griffith.edu.au/employment/workplace-relations/agreements)
* [General Staff Enterprise Agreement](http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/dcffa5ce40daf0704a25770d001dfd08/%24file/griffith_university_general_staff_enterprise_agreement_2009-2012.pdf)
* [Fairwork Australia Information Statement](http://www.fairwork.gov.au/FWISdocs/Fair-Work-Information-Statement.pdf)
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For more benefits and conditions information follow this link: [Griffith University | Pay, conditions and benefits > Employment](https://intranet.secure.griffith.edu.au/employment/pay-conditions-benefits)