

## Bushfire and Natural Hazards Cooperative Research Centre

### Position Description

**Organisation:**

Bushfire and Natural Hazards  
Cooperative Research Centre (CRC)

**Position Title:**

Partnership Development Director

**Location:**

1/340 Albert Street  
East Melbourne  
Victoria

**Accountable to:**

Chief Executive Officer

**Last updated:**

September 2019

## 2. Position Context

The CRC is a national research centre with the remit of conducting applied, end-user driven research and supporting its partners to use learnings from research to improve prevention, preparation, response and recovery activities to build a more disaster resilient Australia.

The vision for the Centre is:

**The preferred and trusted source of research and knowledge in bushfire and natural hazards**

The purpose and mission of the CRC is to conduct end-user-inspired, high-quality applied research.

As a result of this mission, the CRC seeks to:

- Reduce the risks from bushfire and natural hazards
- Enhance disaster resilience
- Build an internationally renowned Australian and New Zealand research and utilisation capacity and capability
- Reduce negative social, economic and environmental impacts.

### CRC Overview

As a Cooperative Research Centre, the CRC is required to be end-user driven, involving collaborative partnerships with research providers. As such, the members of the CRC include government departments, statutory authorities, higher-education institutions, private companies, non-for-profits and peak industry bodies. The CRC manages significant core and contract research programs on behalf of a range of clients, both partners and non-partners.

## Environment & centre purpose

Since its inception in 2013, the CRC has prioritised the production of quality, useful products and insights from its research to the maximum benefit of its partners and other stakeholders, to support them to build a safer, more disaster resilient Australia. The CRC's Core Research Program delivers the bulk of these outcomes and is currently funded until June 2021. The centre is currently focused on delivering everything that it set out to achieve with its partners under its current contract. In parallel, a significant focus of the Partnership Development Director's role is to support the CEO in sourcing and securing a long-term funding base for the research and insights capability which has been built over 16 years, under this CRC and its predecessor, the Bushfire CRC.

Core and Contract Research Programs offered by the CRC span several research disciplines and institutions. The Partnership Development Director has direct oversight of the centre's significant Contract Research Program (excluding the Department of Environment, Land, Water and Planning Victoria Program) which is funded via a mixture of clients within and external to the emergency management sector and works closely with research teams to deliver research informed products and outcomes.

The Partnership Development Director is responsible for: developing and maintaining relationships (with both current and new partners), sourcing future funding for short-term research and long-term strategic support for the centre, providing strategic advice on future directions to the CEO and developing a plan for sustaining the research capability beyond June 2021.

At times, extensive domestic and occasional international travel will be required.

## 3. CRC Management Values

- Excellence – to pursue the highest-quality research methods and utilisation
- Independence – to be open, transparent and independent
- Integrity and honesty – to be honest and act with integrity in all we do
- Respect – to recognise and value the contributions of everyone through embracing diversity in gender, ethnicity and thought
- Supportive leadership – to enable all involved to achieve their best
- Trust and collaboration – to share and work cooperatively in a trusting environment

## 4. Position Purpose

The Partnership Development Director was a new and key position created for the CRC support office enacted in March 2017 and is presently located in East Melbourne.

The Partnership Development Director role is critical to the success of the CRC. The position has responsibility and accountability for growing both the short-term and long-term funding base of the CRC.

Reporting to the CEO, the Partnership Development Director will identify, deliver and maintain:

- New and existing long-term partner relationships and funding opportunities
- New lines of business
- Grant funding opportunities,
- Negotiate and close contracts
- Help to develop new and strengthen existing relationships and partnerships
- Provide strategic advice to the CEO and Executive Team
- Consistent with the mission, vision and values of the CRC.

Consistent with the mission and vision of the CRC, the Partnership Development Director will work closely with the CEO, Executive Assistant, Research Director and Communications Director as part of the CRC Executive Team.

The Partnership Development Director has oversight of the CRC's Contract Research Program and is supported by the Program Support Team to assist in contract development and monitoring project progress. In addition, the position will also work with Utilisation Managers to ensure that client needs around support for the use of the research continue to be met. In addition, the incumbent will work closely with the Communications Team to support the effective communication of funding announcements and contract research projects. The Partnership Development Director will also have responsibility for broadening strategic engagement with the board and related stakeholder events around board meetings and work closely with the Executive Assistant to deliver these events.

The Partnership Development Director will be a strategic thinker able to convert opportunities into actual business, have a good eye for detail, confident in relationship development/management and a working knowledge of the research sector and intellectual property management. The Director provides expertise in converting relationships and business development activities into actual revenue growth. In addition, a working knowledge of emergency management would be beneficial.

## 5. Key Responsibilities

- Refine the strategic and operational plans for growing the funding base of the CRC
- Exploit CRC capabilities intrinsic in a research workforce that is spread across a range of academic and research institutions around Australia and New Zealand to identify and develop:
  - New long-term partner relationships and funding opportunities
  - New lines of business, including product development and other research and technology opportunities that may address end-user needs
  - Grant funding opportunities
- Negotiate and close contracts
- Help to build and maintain relationships with current and new stakeholders supported by significant networking.
- Pitch ideas/proposals to internal staff and external stakeholders
- Oversight of projects developed and delivered under the Contract Research Program (excluding the Department of Environment, Land, Water and Planning Victoria program projects)
- Ensure that intellectual property arising from projects is properly identified and protected for the benefit of the CRC
- Maintain the CRC's CRM system to effectively track all aspects of commercial activity, following up leads and harvesting client opportunities
- Undertake other duties as requested by the CEO

## 6. Key relationships

- CRC CEO
- CRC Executive Team
- CRC Board and Committees
- CRC Partners
- New/prospective partners
- Other CRCs and research institutions

## 7. Key selection criteria

### Essential

#### **1 Relationship management and business development including:**

- Highly developed relationship and networking skills, both at an individual and organisational level
- Well-developed written and verbal communications skills and will be comfortable presenting to small and large groups, formally and informally
- Working with (at times) sensitive or political subject matter and the ability to maintain high levels of confidentiality
- Demonstrated high level of personal drive and integrity

#### **2 Contract negotiation and program oversight including:**

- Experience and a strong track record in all key aspects of the initiation, negotiation and closing of business deals, including very good mediation skills that help manage important and/or difficult situations that achieves the best outcome for the CRC and clients
- Demonstrated capacity to achieve results, through both personal efforts and the ability to marshal expertise and resources to accomplish organisational objectives
- Ability to meet deadlines with multiple competing priorities

#### **3 Strategic thinking and activities including:**

- Ability to act strategically, provide strategic and tactical advice to senior staff both within and external to the organisation yet relate strategies to day-to-day activities
- Experience in sourcing and responding to tenders and grant funding opportunities and project costing

In addition, a university degree is required (postgraduate degree preferable).

### Desirable

- Knowledge of emergency, land management and recovery agencies at local, state and national level
- Knowledge of the workings of CRCs, universities or research agencies

### Personal Attributes

An important aspect of this role is the personal attributes of the incumbent. The CRC operates as a small interconnected team and therefore behavioural style and other personal attributes are important to sustain the vibrant, productive and friendly culture of the centre.

#### Behavioural style required

- Takes appropriate initiative
- Independent, self-organising and motivating
- Works well in a team to achieve results
- At ease with people from a variety of backgrounds, cultures and levels of seniority and communicates openly
- Works to foster collaboration among a range of organisations that compete for resources
- Both strategic thinker and with strong attention to detail
- Has a strong ethical approach
- Approachable, participatory and inclusive to foster good communication