

**UNIVERSITY OF OTAGO**  
**Ōtākou Whakaihu Waka**

**JOB DESCRIPTION**

**JOB TITLE:** Business Development Manager  
**DEPARTMENT:** Research and Enterprise Office  
**DIVISION:** Research

**1. PRIME FUNCTIONS:**

Professionally promote and manage the University's basic, applied and commercial research activities and to negotiate contracts with particular reference to designated sectors so as to develop opportunities for the generation of external research income and to enhance the reputation of the University.

Develop and maintain key relationships between the University and clients and key decision makers, including companies, NGOs, central and local government, and other communities of interest in relation to the University's research and commercial activities and contracts.

To work actively with Otago Innovation Ltd to manage intellectual property within the University, including its identification and capture, project management, market information collection and advice to academic staff.

Provide project and business management for key academic research groups and centres.

Provide project and business management advice to academic staff (including Deans and Heads of Departments) and postgraduate students in different sectors or areas of the University.

**2. MAIN OBJECTIVES:**

- Maximise income from commercial and applied research by negotiating and securing contracts and managing on-going relationships in accordance with the strategic research goals and objectives of the University.
- Provide advice and direction to enable the University staff and Departments to successfully contract for and undertake quality research.
- Mitigate risk to the University associated with research contracts by careful scrutiny, drafting and negotiation of agreements, identification of risky clauses and communication of contractual obligations to academic staff.
- Promote, enhance and develop the profile of the University as a provider of quality, cost-effective research to existing and new client organisations.
- Develop and maintain effective working relationships with key stakeholders, agencies and Government departments.
- Work with Otago Innovation Ltd on the capture of intellectual property and income from basic, commercial and applied research.
- Develop and maintain a knowledge base commensurate with the strategic importance and management responsibility of the position.
- Keep abreast of developments in Government, commercial and applied research, of relevance to the allocated area of responsibility, in support of the University's research and commercialisation objectives.
- Ensure that duties are undertaken in a manner that ensures compliance with University and Divisional policies and procedures.
- Carry out all activities courteously, within agreed timelines and in such a manner as to provide a high standard of service to academic staff and the University's clients.
- Make a full contribution to the overall outputs of designated areas of the University and to the Research and Enterprise Office through effective teamwork.

### 3. KEY TASKS:

- Initiate, grow and maintain effective working relationships with government departments, ministries and policy groups as well as corporate, research funding bodies and scholarship- providing bodies both domestically and internationally.
- Gather information and advice on potential external partners.
- Develop a portfolio of clients who, through repeated positive experiences with the University, continue their involvement by supporting applied research initiatives and providing employment opportunities for graduates.
- Develop a portfolio of clients who have the ability to advise on the potential to generate income from research.
- Identify and develop new research opportunities for academic staff.
- Provide advice and direction to academic staff and external client organisations when applying for funding.
- Negotiate contracts with clients, subcontractors and collaborators on behalf of the University taking into account such matters as rights and interests in intellectual property, project costing and reporting and risk management.
- Work closely with academic staff, to encourage their support and commitment to the concept of capturing and protecting intellectual property.
- Develop a knowledge base of research and commercial activities both nationally and internationally.
- Maintain a current understanding of national and international policies and developments relating to the University's research and commercial activities.
- Undertake other tasks as appropriate.

### 4. RELATIONSHIPS:

|                                       |  |
|---------------------------------------|--|
| <b>Directly responsible to:</b>       | Senior Research Advisory Manager.  |
| <b>Supervision of:</b>                | N/A.   |
| <b>Functional relationships with:</b> | Deputy Vice-Chancellor, Research and Enterprise.<br>Director, Research & Enterprise.<br>Staff of the Research and Enterprise Office.<br>Pro-Vice-Chancellors.<br>Associate Deans, Research. Heads of Department.<br>Academic staff of the University.<br>Graduate research students.<br>Chief Executive, Otago Innovation Limited.<br>Staff of Otago Innovation Ltd.<br>Key government agencies and departments.<br>External client organisations.<br>Intellectual property professionals.<br>Legal advisers |

### 5. BUDGETARY RESPONSIBILITY:

Provide advice and recommendations on research and commercial contracts (ranging from \$thousands to \$millions).

## **6. EXPECTED OUTCOMES:**

- Continued growth of the University's research and consulting income streams especially in the area of prime responsibility.
- Highly professional and effective interpersonal relationships with academic staff and clients.
- Links between researchers and key external networks are strengthened.
- Highly professional and successful contribution to the strategic management of the University's intellectual property assets and appropriate risk management through effective contract negotiation.
- Highly professional and effective policy advice to the Director, Research & Enterprise.
- High level of satisfaction of academic staff and clients with all the services provided.
- Compliance with all relevant University and Divisional policies and procedures.

## **7. PERSON SPECIFICATION:**

- A university postgraduate research degree, in order to provide the knowledge base for maximising effective promotion of research, and for informed contract negotiation.
- Proven commercial/business skills derived from relationship management, sales, marketing and/or management experience.
- Excellent communication skills, both verbal and written.
- Proven ability to plan and effectively manage a wide range of projects and clients simultaneously and with close attention to detail.
- High level negotiating skills.
- The ability to interact effectively, tactfully and diplomatically with a wide range of individuals.
- Self starter attributes including the ability to initiate, act independently and to work in set time frames.
- A professional, accountable, pro-active and service orientated approach.
- A positive attitude to change.
- A high level of discretion in dealing with confidential matters.
- Excellent team skills.
- Excellent analytical skills.
- Well-developed relationship management skills and experience in project management.
- The ability to effectively promote the University's research objectives and strategies across the University while gaining and maintaining the respect of academic staff.

## **8. EQUITY AND DIVERSITY:**

Act in a manner consistent with the University's commitment to anti-racism and the co-creation of accessible, safe, respectful, and welcoming environments where all students and staff are supported to achieve their full potential.

## **9. MĀORI STRATEGIC FRAMEWORK:**

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

## **10. PACIFIC STRATEGIC FRAMEWORK:**

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

**11. HEALTH & SAFETY:**

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

**12. SUSTAINABILITY:**

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.