Position Description – *Innovations Manager, FORGE Medical Devices*

Updated 9 November 2026

POSITION DETAILS	
College/Portfolio	***Deputy Vice-Chancellor Research***
Organisational Unit	***FORGE Medical Devices***
Supervisor (Title)	***Head of FORGE Medical Devices***
Classification	***Higher Education Officer level 8***
Employment Type	***Fixed term, full time***

POSITION SUMMARY

Under broad direction, the Innovations Manager is the client concierge for FORGE Medical Devices, an industry engagement program of Flinders Factory of the Future at Flinders University. The role is the key point of liaison for clients, guiding them from first enquiry through to project delivery. The Innovations Manager analyses each client's innovation, connects them with the capabilities they need, and works with the independent assessment panel to select projects. For selected projects, the role provides project management through to completion, including the preparation of market research reports. The incumbent will also contribute to strategic activities associated with growth of the program as a whole.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation and Excellence
- demonstrate consistent alignment with the University's strategic priorities through daily decisions, teamwork and behaviours that reinforce the strategic intent.
- contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.



Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.

KEY POSITION RESPONSIBILITIES

The Innovations Manager is accountable for:

1. Managing and addressing initial client contacts and enquiries, liaising with clients to navigate the FORGE Medical Devices processes, screening proposals against funding criteria, and connecting clients to network members;
2. Managing, conducting and recording commercial assessments, including assessing viability of innovations and preparing detailed Commercial Reports;
3. Arranging, conducting and ensuring all paperwork including FORGE Medical Devices application forms, confidentiality and project agreements are prepared for the conduct of research workshops and projects;
4. Working collaboratively with FORGE Medical Devices research staff to support projects;
5. Presenting innovations recommended for funding to the independent assessment panel, and preparing high level and succinct communication to advise clients of the assessment panel meeting outcomes;
6. Strengthening, monitoring and maintaining key relationships with clients throughout the conduct of the research project;
7. Providing high level input and statistical information to satisfy the reporting requirements for FORGE Medical Devices;
8. Preparing and delivering high quality presentations and adopting an active involvement in the coordination of key events as required;
9. Contributing to strategic activities associated with the development and expansion of FORGE Medical Devices; and
10. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a degree with extensive relevant research experience and management expertise; or an equivalent combination of experience and/or education and/or training.
- Demonstrated experience in research and commercialisation of medical technologies or a related field.
- Proven experience working with and collaborating with both internal and external stakeholders.
- Demonstrated experience in preparing strategic market/commercial analysis and/or business plans.
- Highly developed written and oral communication skills.
- Well-developed project management and organisational skills including attention to detail, accurate record keeping and the ability to manage conflicting priorities.



- Highly developed interpersonal skills and demonstrated capacity to work effectively with senior executives from industry, government and university.
- Demonstrated ability to work with limited supervision and exercise a high degree of independent judgement and initiative within broad guidelines.
- Proven knowledge of intellectual property principles.

