

## Position Description – Innovations Manager, MDPP

Updated 6 June 2023

| POSITION DETAILS    |   |
|---------------------|---|
| College             | College of Science and Engineering                              |
| Organisational Unit | Medical Device Research Institute (MDRI)                        |
| Supervisor          | National Innovations Manager, Medical Device Partnering Program |
| Classification      | Higher Education Officer Level 8                                |
| Employment Type     | Fixed-term, full-time (part-time considered)                    |

| POSITION SUMMARY  |
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| <p>Under broad direction, the Innovations Manager will manage client liaison, advice and research project selection processes around the conduct of research projects within the Medical Device Partnering Program (MDPP). The Medical Device Partnering Program is an initiative of the Medical Device Research Institute at Flinders University. The incumbent will also contribute to strategic activities associated with growth of the program as a whole.</p> |

| UNIVERSITY EXPECTATIONS AND VALUES  |
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| <p>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:</p> <ul style="list-style-type: none"> <li>• demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;</li> <li>• contribute to the efficient and effective functioning of the team or work unit in order 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;</li> <li>• promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>• perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>• familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul> <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>An up-to-date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University COVID-19 Vaccination Policy (2022). If required, any offer of employment will be subject to</i></p> |

*the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.*

### KEY POSITION RESPONSIBILITIES

The Innovations Manager is accountable for:

1. Managing and addressing initial client contacts and enquiries, liaising with clients to navigate the MDPP process, screening proposals against MDPP research funding criteria, and connecting clients to network members;
2. Managing, conducting and recording commercial assessments, including assessing viability of research proposals and preparing detailed Commercial Reports;
3. Arranging, conducting and ensuring all paperwork including MDPP application forms, confidentiality and project agreements are prepared for the conduct of research workshops and MDPP projects;
4. Working collaboratively with MDPP research staff to support MDPP research projects;
5. Presenting research projects recommended for funding to the MDPP 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 MDPP;
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 the MDPP; 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.