

Position Title	Business and Innovation Associate (Physical Sciences)
Group/Portfolio	Griffith Enterprise
Classification	HEW 8
Position Number	00061626
Reports To	Head of Business and Innovation / Business and Innovation Manager (Physical Sciences)
Employment Type	Continuing

1.0 Position Purpose

Griffith Enterprise (GE) is the commercialisation office of Griffith University with responsibility for developing and driving the University's commercialisation strategy, goals and activities. GE is situated within the Deputy Vice Chancellor (Research) portfolio.

Working collaboratively with the University's research community, business units and industry partners, GE ensures that the University's intellectual property (IP) is protected and commercialised through licencing, start-up investment or other commercial structures leading to economic and social impact.

The Business and Innovation Associate (Physical Sciences) will work closely with researchers across the university and the Business and Innovation managers within GE to support the identification and management of intellectual property and new commercial partnerships and commercialisation deals of strategic interest to the University. The role will involve project responsibility but also includes working as part of a team.

The role will be responsible for supporting the identification and assessment of new intellectual property and developing, structuring, negotiating, executing, and managing commercial opportunities within the University's portfolio related to Physical Sciences.

The role will manage intellectual property generated within their area of responsibility and provide advice related to collaborative industry projects, grants and other capacity building projects as related to the technology and its associated commercialisation and pathway to impact.

The primary focus is the University's capabilities in quantum, space, clean energy, environmental science, materials research and electrical and civil engineering and other physical science related technologies.

2.0 Eligibility Requirements

A postgraduate degree and relevant experience, or an equivalent alternative combination of relevant knowledge, training and/or suitable experience in commercialisation activities related to the area of Physical Sciences.

3.0 Key Responsibilities

Under the direction of the Business and Innovation Manager or the Head of Business and Innovation (Physical Sciences) carry out the following key responsibilities:

Pipeline Management, Due Diligence and Commercialisation support

- Identify, analyse and assess potential new intellectual property (IP) from Griffith research within the Physical Sciences portfolio, completing due diligence and market assessments for new disclosures and understanding market trends and industry needs for the portfolio.
- Responsible for activities associated with marketing Griffith technologies and IP to potential industry partners and investors. This includes providing support for activities such as drafting of marketing material, social media, technology information packages, deal benchmarking, valuations, deal structuring and negotiations.
- Develop an understanding of research capabilities of Griffith research within the relevant area and manage scenarios, balancing competing needs and interests of academic researchers and industry.
- Build, or assist the manager to build, a pipeline of commercial opportunities in the area of responsibility and support, develop and execute appropriate IP strategies in relation to this portfolio.
- Identify and support commercial funding opportunities as related to the pipeline including the identification of commercialisation grants, investments, proof-of-concept, etc.
- Manage and support the filing and prosecution of patent families and other IP with input from all relevant stakeholders.
- Support and if required lead the identification and negotiation of commercialisation agreements, opportunities and partnerships.
- Support, as required, consultancy, contract research and commercial collaboration opportunities, and in the case of high-value, complex opportunities, assist with proposals, estimate resource requirements, and negotiation; for low-value opportunities provide support as required.
- Support any post-deal management activities.

Stakeholder Engagement and Support

- Work collaboratively with Griffith's research and academic community to identify, engage and create commercialisation opportunities and partnerships with external industry, research organisations, and others wishing to commercially use, develop or exploit the University's intellectual property.
- Engage and build industry networks and relevant contacts to support successful commercialisation of intellectual property generated from Griffith research.
- Provide support including presentations/workshops for researcher education and training initiatives in the areas of commercialisation, industry engagement, entrepreneurship and intellectual property.
- Provide timely and expert advice and reports, as required, to Griffith researchers about commercialisation and related activities.
- Work collaboratively with Griffith Enterprise colleagues including technology and pipeline reporting to key internal and external stakeholders to ensure ongoing communication of project

milestones and outcomes.

- Support the Office for Research, Advancement, Griffith International, and other University elements when dealing with intellectual property.

Other

- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Adhere to and support processes and policies, ensuring that required information and data is entered into relevant systems.
- Support compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Being a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act, and communicate at all times to reflect fairness, ethics, and professionalism.

4.0 Key Capabilities

Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Others section of our [Capability Development Framework](#).