



POSITION DESCRIPTION

POSITION TITLE:	Commercialisation Associate
POSITION LOCATION:	Olivia Newton-John Cancer Research Institute
EMPLOYMENT TYPE:	Fixed term at 1.0 FTE

POSITION CONTEXT:

The Olivia Newton-John Cancer Research Institute (ONJCRI) is embedded within the Olivia Newton-John Cancer Wellness & Research Centre located at Austin Hospital. The ONJCRI's mission is to discover and develop breakthrough therapies to help people live better with cancer, or defeat it.

The ONJCRI is a global leader in the development of immunotherapies, targeted therapeutics and personalised cancer medicine, and sponsors early phase clinical trials. Our research laboratories sit alongside patient treatment facilities to optimise collaboration between researchers and clinicians. The integration of laboratory and clinic ensures the rapid translation of scientific discoveries into clinical trials for the development of new cancer treatments.

ABOUT THE ROLE:

The Commercialisation Associate will be responsible for helping to establish the newly developed Translation Office at the ONJCRI. This position is responsible for business development and industry partnerships, intellectual property capture, technology transfer and commercialisation across the Institute, working with the Legal Counsel and translation and commercialisation specialists to develop new templates, policies and agreements to enhance intellectual property capture, collaboration and licensing. Other responsibilities will be to develop an internal education and training plan for researchers and to represent the Institute at industry events, and in submissions and presentations.

This position reports to the Legal Counsel and works across the Legal Office and Translation Offices of ONJCRI. The Commercialisation will also work closely with the Institute's researchers, its collaborators and external advisors.

PRIMARY RESPONSIBILITIES:

- Assisting in drafting and negotiating collaborative research and translation agreements, material transfer agreements, confidentiality agreements, licensing agreements, collaborative research agreements, memoranda of understanding and other miscellaneous agreements (using Institute templates);
- Monitoring compliance with agreements reached with industry and collaborators, including obligations relating to monies, royalties and timing;
- Conducting market opportunity analyses in areas relevant to the Institute's focus,

including identifying potential academic and commercial partners, potential sources of funds and using financial valuation and market analysis methodologies;

- Establishing marketing communication packs for commercialization opportunities and maintaining a current description of the opportunity pipeline;
- Representing the Institute at commercial exhibitions, conferences and relevant workshops;
- Delivering investment pitches and assisting in preparation of investment cases and selected grant applications, including NHMRC Development Grants, other federal and state government funds and philanthropic sources;
- Assisting with due diligence activities including IP issues, freedom to operate, constraints, fund co-mingling, reach through or other encumbrances;
- Assessing technology transfer opportunities from researchers and their collaborators to ensure intellectual property is appropriately captured, protected and commercialised;
- Providing advice on licensing of the range of technologies embraced by the Institute, including therapeutics, diagnostics, devices and software;
- Representation to government and other stakeholders on IP and commercialisation through contribution to submissions and presentations, as required;
- Developing presentation material to support the work of the Translation Office including standard presentations, flyer, posters, and other material as required;
- Developing and updating IP and commercialisation policies for the Institute;
- Ensuring pre-disclosure publication review (and appropriate IP protection), maintenance of publication records (Endnote) and publication dissemination/display;
- Monitoring the translation role email and responding to internal and external queries;
- Auditing laboratory notebook records for compliance with Institute's policies;
- Ensuring Inteum database and system records are updated with relevant details (including associated grant agreements) and manage hardcopy filing as required;
- Representing ONJCRI at external meetings, particularly those related to business development, technology transfer and IP, either for direct promotion of opportunities within the Institute or the sector;
- Preparing regular reports on activities for the Board Translation and Commercialisation Committee
- Educating staff and students, and promoting awareness of IP capture, development, protection, management and commercialization;
- Perform IP and business metric reporting to funding bodies as required with other team members.
- Assisting to establish a Business Development Intern Program to train and mentor interns in commercialization, translation and developing connections with industry.

REPORTING LINES:

This position reports to the Legal Counsel.

KEY RELATIONSHIPS:

Internal:

- Legal Counsel
- Scientific Director and COO/CFO
- Translation and Commercialisation Consultants
- Research Development Manager and Ethics Officer
- Program Heads and Lab Heads
- Researchers
- Finance Manager
- Communications Manager

External:

- Funding agencies and relevant Government Departments
- La Trobe University
- Patent Attorneys
- Industry Bodies
- Granting and capital funders
- Contractors
- Suppliers
- Collaborators

QUALIFICATIONS:

Two years or more of biomedical industry experience in either commercial product development, business development, and licensing or partnering.

A PhD in a relevant biomedical discipline is essential and further research experience through post-doctoral or industry positions is a clear advantage.

EXPERIENCE & CAPABILITIES:

- Proven track record in agreement negotiation and drafting, including familiarity with IP related agreements and risk mitigation terms.
- A demonstrated record of developing strategic plans and business plans and delivering against agreed milestones with high scientific or research and development content.
- Strong understanding of technology discovery, development and commercialisation.
- Experience in IP valuation methodologies and use in project and commercialisation decision making, including finance, costing and agreement negotiations.
- Sound grasp of pre-clinical development processes and clinical trials strategies and stages.
- Demonstrated track record in securing collaboration, licensing and technology agreements with the global biomedical industry.
- Strong strategic thinking and proactive attitude
- Exceptional organisational and time management skills
- Strong commitment to quality, accuracy and attention to detail
- Well-developed communication skills
- Ability to show initiative, work independently and also ability to work cooperatively with members of the team to accomplish joint tasks and common objectives
- Ability to develop and maintain relationships with internal and external stakeholders
- Proficiency with Microsoft Office programs (including Excel)

APPLICATION PROCESS:

Please submit cover letter and resume addressed to, Gabrielle Hirsch at gabrielle.hirsch@onjcri.org.au with the subject heading **Commercialisation Associate**. Please ensure that your cover letter states your available start date and why you think you would be a good fit for the role.