

## POSITION DESCRIPTION

<b>Position Title</b>	Enterprise Business Partner (Research & Commercial Activities)		
<b>Organisational Unit</b>	Office of the Deputy Vice-Chancellor (Research and Enterprise)		
<b>Functional Unit</b>	Enterprise Office		
<b>Nominated Supervisor</b>	Dean, Enterprise		
<b>Classification</b>	HEW 8		
<b>CDF Level</b>	CDF1	<b>Position Number</b>	10610813
<b>Attendance Type</b>	Full Time	<b>Date reviewed</b>	24-JUN-2025

### ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

An ACU education builds on the Catholic understanding of faith and reason working together in pursuit of knowledge and promotion of human dignity and the common good.

An ACU education seeks to transform lives and communities. Students are challenged to look beyond the classroom, solve real-world problems, develop their own search for meaning and cultivate strong professional ethics. They are invited to stand up for people in need and causes that matter.

ACU is open to all. As is common with great Catholic institutions the world over, the university is inclusive and supportive of everyone, every day – regardless of their faith or tradition.

ACU is a young university making a serious impact. Ranked in the top two per cent of universities worldwide and in the top 10 Catholic universities, we're also a leader in employability with 94 per cent of our graduates employed. The university has seven campuses around Australia, a campus in Rome, Italy, and an online campus – ACU Online.

ACU has four faculties, and several research institutes and directorates. We believe our number one asset is our people. It's the character, enthusiasm and dedication of our staff that make this a university like no other. All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high-quality services with a strong focus on service excellence.

To be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

The structure to support this complex and national university consists of:

- Vice-Chancellor and President
- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer
- Deputy Vice-Chancellor (Research and Enterprise)

- Deputy Vice-Chancellor (Education)
- Pro Vice-Chancellor - Catholic Mission

## POSITION PURPOSE

The Enterprise Business Partner (Research & Commercial Activities) provides operational support to enable the delivery of ACU's Industry Engagement strategy. The position holder is responsible for the creation and management of strategic partnerships that generate positive impact for society, advance the university's mission and contribute to revenue. The role reports to the Dean Innovation and Industry.

## KEY RESPONSIBILITIES

### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [Code of Conduct for all staff](#)
- [ACU Capability Development Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

Responsibility	Scope
<p><b>PARTNERSHIPS</b></p> <p>Develop and implement university enterprise partnerships with industry and government partners to meet the University's strategic partnership goals.</p> <ul style="list-style-type: none"> <li>• Identify and nurture partnership opportunities that meet the University's strategic priorities with industry, commercial organisations, government agencies, NGOs, SMEs or start-ups.</li> <li>• Develop win-win partnerships that create positive impact for society and the University community.</li> <li>• Develop and manage industry engagement workshops, industry consultation sessions, promotional activities, launches and events.</li> <li>• Conduct high-level market analysis and sector/ segment research to support the university's industry and government engagement activities.</li> </ul>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p><b>RELATIONSHIP MANAGEMENT</b></p> <p>Manage the University's enterprise relationships by implementing new ways of working for the University to engage in external partnerships:</p>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>

Responsibility	Scope
<ul style="list-style-type: none"> <li>• Develop trust-based relationships with internal and external stakeholders and enterprise partners.</li> <li>• Manage business relationships with a focus on partner satisfaction.</li> <li>• Create opportunities for relevant meetings with external organisations and stakeholders.</li> <li>• Lead stakeholder engagement to meet University priorities and required outputs</li> <li>• Affect culture change within Faculties and Directorates by enabling academics to identify and manage industry-based learning, industry-led research and other commercial opportunities.</li> <li>• Represent the University at external industry and networking events.</li> </ul>	
<p><b>PROJECTS AND STRATEGIC INITIATIVES</b></p> <p>Provide strategic support and leadership in the development and management of agreements, proposals, contracts and initiatives that advance ACU's objectives in research and commercial activities, while delivering change and fostering new ways of working.</p> <ul style="list-style-type: none"> <li>• Lead the development of proposals, agreements and other opportunities that contribute to ACU's growth and success in research and commercial activities.</li> <li>• Collaborate effectively across faculties, directorates, and business units to delivery high-impact outcomes in areas of strategic importance.</li> <li>• Determine budgets based on accurate understanding of resourcing and costs, in line with ACU policy and ensuring financial feasibility and alignment with objectives.</li> <li>• Apply ACU commercial acumen and strategic thinking to evaluating opportunities for the benefit of the university</li> <li>• Adhere to relevant policies to ensure compliance with privacy, confidentiality, and governance standards</li> <li>• Lead and drive contract negotiation in collaboration with relevant internal and external stakeholders to establish mutually beneficial partnerships</li> <li>• Source and manage multidisciplinary project teams to promote collaboration, innovation, and organizational effectiveness.</li> <li>• Provide ongoing contract and program management support for partnership activities, as needed.</li> <li>• Provide high-level advice to senior management on project and strategic activities and areas for growth and improvement.</li> </ul>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p><b>COACHING AND UPSKILLING</b></p> <p>Support the professional growth of ACU staff by promoting and facilitating skills development, knowledge sharing, and continuous improvement in line with organisational goals.</p>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>

Responsibility	Scope
<ul style="list-style-type: none"> <li>• Provide targeting coaching and mentoring to staff engaging in commercial activities to enhance their skills, confidence, and capability in delivering high-quality, policy-aligned outcomes.</li> <li>• Collaborate with faculties and university leadership to identify skills gaps and create development plans to build expertise.</li> <li>• Facilitate knowledge-sharing initiatives to promote best practices, innovation, and continuous learning.</li> <li>• Design and deliver resources to support skills development across the organisation.</li> </ul>	
<p><b>DATA AND REPORTING</b></p> <p>Develop and implement programs and processes to effectively lead operational management, budgeting and reporting.</p> <ul style="list-style-type: none"> <li>• Manage reports and status updates related to enterprise activities, innovation, industry engagement, and other relevant activities.</li> <li>• Capture data in relevant ACU partnership repository and promotion of its use through relevant directorates.</li> <li>• Monitor and report on project and operational budgets and spending</li> <li>• Lead a culture of best-practice external engagement through quality project management, customer focus, robust planning and cross-unit cooperation.</li> <li>• Provide broad direction to administrative, technical and/or Professional Staff where significant innovation, initiative and/or judgement oversight is required.</li> <li>• Meaningfully contribute to a functional unit with a diverse or complex set of functions and resources.</li> </ul>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p><b>POLICY</b></p> <p>Develop and implement policies and programs involving major change that may impact on other areas of the institution's operations Mission, Vision and Values</p> <ul style="list-style-type: none"> <li>• Develop policies, protocols and frameworks that support enterprise partnerships and commercial activities</li> <li>• Conduct high-level gap analyses, sector benchmarking and competitor research, and analyse and interpret relevant industry information.</li> <li>• Provide clear advice on relevant regulatory requirements and devise innovative, practical and sustainable solutions to policy problems.</li> <li>• Manage the development and implementation of policy by administering a high degree of knowledge and sensitivity.</li> <li>• Make policy recommendations and implement programs and approaches for improvement and/or training involving changes which may impact on other areas of the institution's operations.</li> <li>• Engage stakeholders to develop win-win approaches that support the university's strategic goals and promote positive staff engagement.</li> </ul>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>

Responsibility	Scope
<ul style="list-style-type: none"> <li>• Communicate effectively to a range of audiences to ensure transparency and understanding of changes, including their intent and implications.</li> <li>• Deliver new policies and processes through all levels of approval.</li> <li>• Develop and maintain tools and resources to support effective implementation.</li> <li>• Develop training materials for any new or changed policies and/ or processes.</li> <li>• Lead and manage staff workshops, promotional activities, and professional development events to support effective, efficient implementation.</li> <li>• Review and refine policies and/ or processes as required to support ACU operational requirements and strategic priorities.</li> </ul>	
<p><b>PIPELINE AND INCOME</b></p> <p>Implement major change to impact and contribute to ACU's priority of improving its budget and financial operations by identifying and applying for external funding opportunities and income sources</p> <ul style="list-style-type: none"> <li>• Monitor and identify tender and consulting opportunities for ACU by monitoring all relevant government and partner tender portals</li> <li>• Implement project management processes and skills to facilitate tender and consulting applications including managing internal and external stakeholder meetings, explaining and interpreting guidelines and policy, managing timeframes and information, setting up information sharing systems and workflows</li> <li>• Lead the provision of senior administrative support to schools and faculties where significant innovation, initiative and/or judgement are required, to complete and approve relevant tenders and consulting applications, taking into account the size, budget, course structure, external activities and management practices within the faculty or equivalent unit</li> <li>• Monitor and manage existing ACU reporting and budgeting systems to monitor, report and track tenders</li> </ul>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>

## HOW THE ROLE OPERATES

<p>The position will need to seek approval from their supervisor before making changes to processes and procedures.</p>
<p>The position requires resilience and adaptability to be able to respond to changes in the sector and business landscape and identify areas of improvement.</p>
<p>The position needs to build relationships with staff across the organisation to perform their duties.</p>
<p>This position does not have managerial responsibilities.</p>

## SELECTION CRITERIA

<b>Qualifications, skills, knowledge and experience:</b>	<ul style="list-style-type: none"> <li>• Qualification - Postgraduate qualification with extensive relevant experience; or an equivalent combination of relevant experience and/or education/training in public policy and/ or business administration.</li> <li>• Experience - Extensive previous experience within the University or government sector and understanding of the higher education sector and its operating environment.</li> <li>• Skill - Strong analytical and conceptual skills, demonstrated initiative, judgment and proactive problem solving and decision-making skills.</li> <li>• Skill - Strong skills in project management.</li> <li>• Skill - Familiarity with project scoping, costing, contract creation and Intellectual Property matters.</li> <li>• Skill - Proven capacity to deal effectively with situations requiring tact, discretion, and courtesy</li> <li>• Skill - Able to engage constructively and empathically with industry representatives of all backgrounds as well as ACU academic and professional staff</li> <li>• Skill - Well-developed written and verbal communication skills.</li> </ul>
<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.</li> <li>• Understand the business environment in which ACU operates and adopt a university-wide point of view to seize opportunities and improve commercial viability.</li> <li>• Display openness and resilience, inspire others to change and act to make change happen with ACU's strategic goals and Mission at the heart of all outcomes.</li> <li>• Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.</li> <li>• Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.</li> </ul>
<b>Essential Attributes:</b>	<p>Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.</p>
<b>Working with Children and vulnerable adults check</b>	<p>This role does not require a Working with Children Check.</p>

## REPORTING RELATIONSHIPS

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For further information about the structure of the University, refer to the Organisation Chart  
<https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

