

## **POSITION DESCRIPTION**

### **Director - Commercial & Business Partnerships (1.0 FTE)**

<b>Reports to:</b>	Deputy Vice-Chancellor Research
<b>Division:</b>	As appropriate
<b>Tenure:</b>	5 years (with the possibility of renewal)
<b>Location:</b>	Hamilton
<b>Date:</b>	July 2025

#### **Vision**

We will

- deliver a world-class education and research portfolio
- provide a full and dynamic university experience which is distinctive in character
- pursue strong international linkages to advance knowledge

The over-arching themes of this *Vision* are:

- Excellence
- Distinctiveness
- International Connectedness

#### **Values**

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

## 1. GENERAL

As part of its Strategy, the University of Waikato is seeking to grow and secure its research profile through increased research intensity, increased impact from its research effort, greater relevance of its research, and increased levels of external funding for its research.

We have five foci to achieve that vision:

- 1.1 *Excellence* – a focus on supporting research activity and quality, maintaining and promoting the highest standards of research and ensuring our research outcomes are published, available and widely used.
- 1.2 *Interdisciplinarity* – reducing artificial boundaries and developing mechanisms to increase broad pan-university cross-disciplinary initiatives.
- 1.3 *Impact and Relevance* – building clearer links between research and research need, developing commercial partnerships for research, building impact capability across our research staff and utilising our competitive advantages.
- 1.4 *Collaboration* – building and growing international research collaborations at the University level as well as discrete researcher level and engage in Horizons Europe and other international funding opportunities.
- 1.5 *Transparency* – developing greater transparency of income streams to promote sustainable practices in research.

## 2. POSITION PURPOSE

- To maximise alignment between the research expertise and facilities of the University with external stakeholders including local councils, economic development agencies, Māori organisations and iwi, and other research providers and research consumers.
- To increase the ease with which innovative companies and organisations can engage with University researchers in order to enhance the impact of the research conducted, and to enhance the innovation opportunities in which University staff can participate.
- To maximise commercial operational performance and grow national and international business partnerships and funding streams for University research effort across the Divisions and Research Institutes and Centres.
- Identify Intellectual Property opportunities in University Research and help and support researchers to develop those opportunities.
- To provide mentorship and guidance to early- and mid-career researchers in the commercial research space.
- To contribute to University leadership through service on Divisional and University committees and review panels as appropriate.

## 3. ACCOUNTABILITY

The Director - Commercial & Business Partnerships is responsible to the Deputy Vice-Chancellor Research.

## 4. FUNCTIONAL RELATIONSHIPS

- |                 |   |
|-----------------|---|
| <b>Internal</b> | <ul style="list-style-type: none"><li>• Deputy Vice-Chancellor Research</li><li>• Chief Operating Officer</li></ul> |
|-----------------|---|

- Assistant Vice-Chancellor Impact
- Assistant Vice-Chancellor Sustainability
- Senior Deputy Vice Chancellor
- Assistant Vice-Chancellor International
- Deputy Vice Chancellor Māori
- Deputy Vice Chancellor
- Director Research and Enterprise & Research Office
- Respective Pro-Vice Chancellors and Heads of Schools
- Associate Deans Research
- Directors of Research Institutes
- Directors of Divisional Research Centres
- Other academic and research staff in the University

- External**
- Commercial & Business Partners
  - Other external stakeholders as appropriate

## 5. KEY TASKS

### *Operational Performance*

- Understand current and future commercial and business sector alignment and opportunities and develop strategies for engagement on a commercial level.
- Understand the changing government sector and its overlapping interests with the commercial and business sector.
- Develop and operationalise a commercial research plan that optimises the potential impact and revenue of the University's research activity.
- Develop, acquire and maintain an external commercial research revenue funding stream from external clients for research and development.
- Contribute to strong and mutually productive relationships with local, national and international businesses and industry, increasing visibility and access to the University's research and development activities.
- Engage community, business and other external organisations and agencies; and make the University more accessible, informed and responsive.
- Identify and create opportunities for collaboration between researchers and the regional economic development agencies Te Waka and Priority One.
- Support colocation of innovative businesses on campus, where physical colocation is mutually beneficial, or create virtual co-laboratories where virtual colocation is more appropriate.
- In collaboration with the Director, Research and Enterprise support external engagement activities of the University's research institutes and centres and ensure such activities are coherent with the University strategy.
- Identify and engage in opportunities for connecting an innovation pipeline to the work of the DVC Māori and AVC Pacific in support of their activities.

### *Commercial Development and Technology Transfer*

- Implement development strategies and manage commercialisation / open innovation opportunities.
- Project planning to ensure technical developments are well-aligned with commercial/IP/regulatory objectives.
- Develop and oversee path-to-market strategies, from development through to post-transfer relationship management and support.
- Oversee commercial negotiations, and development of commercial and research agreements.
- Ensure that commercial deals are mutually beneficial and reflective of an ongoing relationship between the University and industry partners.

### *Commercialisation Portfolio Management*

- Maintain a strong awareness of activities across University's innovation portfolio and understand the impact of project-specific decision-making to the portfolio.
- Ensure that project-specific decisions are made with consideration to the requirements/constraints of the total commercialisation portfolio.
- Develop a targeted marketing/communications strategy to support research and commercialisation activities.

### *Intellectual Property*

- Identify intellectual property opportunities through joint ventures and the development of services for customers.
- Manage the University of Waikato's intellectual property portfolio, including its recording, protection, coordination, monitoring and optimisation for revenue.
- Ensure the University of Waikato maintains an appropriate standard for commercial proposals and the contracts it subsequently enters into.
- Provide a secure environment for information and data resources.

### *Leadership*

- Lead the work with team members to identify key stakeholders and customers in the commercial and business sectors.
- Ensure aligned business processes in the team to support efficient and effective management of commercial bids and contracts.
- Support, coach and develop less-experienced commercialisation team members.
- Monitor and guide progress on projects led by less-experienced commercialisation team members.
- Report on commercialisation plans and project progress to stakeholders, investors and the Research Committee.
- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities set out in the University's Health and Safety Policy.
- Undertake line manager health and safety responsibilities as set out in the University's Health and Safety Policy.

Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

**NOTE:** Staff have annual objectives, development and reflection (ODR) meetings with their manager. New staff normally attend such a meeting approximately three months after taking up their appointment.

## **6. PERFORMANCE STANDARDS**

The Director of Commercial and Business Partnerships will be performing satisfactorily when:

- University commercial research and commercialisation activity and income are achieved according to the University's Research Plan and budget requirements.
- The research and researchers of the University are well supported and connected through to innovation and impact activity.
- The impact of the University research can be quantified and clearly communicated.
- There is effective leadership of innovation activity that increases the connection of University staff to local and national business and industry.
- Relations with key business, government, NGO's and industry stakeholders beneficial to the University's research are fostered and maintained.
- Research activity is well connected to the economic development within the region, and to environmental and social gains.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

## PERSON SPECIFICATION

### EDUCATIONAL QUALIFICATIONS

#### **Essential**

- A Master's degree is essential
- Additional relevant professional or management training is desirable.

#### **Preferred**

- A Doctoral qualification is preferred

### TRAINING, SKILLS AND KNOWLEDGE

- Demonstrated ability in leadership and management in a research-provider environment.
- Demonstrated experience in the commercialisation of research and in technology transfer.
- Demonstrated ability to build and lead high performance teams and develop high performance systems.
- Knowledge and understanding of the NZ tertiary sector and/or Crown Research Institutes.
- Understanding of industry- and business-based needs for research.
- Excellent relationship building skills; proven ability to develop and maintain positive relationships with internal and external stakeholders.
- Demonstrated strategic thinking and planning skills.
- Excellent written and interpersonal communication skills.
- Proven organisational, analytical, and problem-solving skills.
- Capacity to show initiative, originate action, and work without close direction.
- Successful experience in a tertiary sector leadership role would be an advantage.

### PERSONAL QUALITIES

- Ability to provide vision, strong coordination and purposeful direction for staff from diverse areas to achieve common objectives.
- Understanding of the broader operational and cultural nature of a large tertiary organisation and the wider political environment.
- Highly motivated, self-directed, committed to innovation, positive and enthusiastic.
- An entrepreneurial approach.
- Ability to assess the market and to align educational product with community, business, and professional needs while maintaining high quality academic standards.
- Ability to relate to a broad range of people from a variety of backgrounds and cultures.
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence in academic programmes, research and service.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.

July 2025