



Monash University  
Building G, Room G2.02  
Caulfield Campus  
900 Dandenong Road  
Caulfield East VIC 3145

[info@building40crc.org](mailto:info@building40crc.org)  
<https://building4pointzero.org/>

## POSITION DESCRIPTION

**POSITION TITLE:** Industry Manager (Full-time, fractional appointments considered)

**SALARY:** Negotiable commensurate with experience

**TERM:** April 2021, 2 years  
3 months' probation, eligible for re- appointment

**Location:** Substantial duties at Monash University (Caulfield Campus)

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### Building 4.0 CRC

The building industry is central to the Australian economy, contributing 13% of GDP and employing over 1.4 million people. Unlike other sectors, it has failed to modernise and faces several challenges, including rising costs, a quality and defects crisis and stagnating productivity. Through deep collaboration and new technologies of the fourth industrial age, Building 4.0 CRC aims to catapult the industry into an efficient, connected and customer-centric future. This transformation will deliver better buildings at lower cost and the human capacity to lead this future industry.

The Australian Government's Collaborative Research Centre (CRC) program has been operating since 1991 and supports industry-led collaborations between industry, researchers and the community. The CRC is established as an independent entity, operating as a not-for-profit under Australian tax law, with an independent board and core executive team to manage the operations and stakeholders of the CRC. Building 4.0 CRC aims to advance collaborative R&D in the building industry, with a focus on producing and commercialising new materials, methods, products or devices, technologies, systems and services (or substantially improving those already in existence), for the benefit of Australia. The CRC's outputs will be generated with the aim of positioning Australia as a leader in the advanced manufacture of buildings.

The CRC will undertake activities aimed at:

- Establishing a world class innovation ecosystem that nurtures a holistic approach to research, development and commercialisation of new products, services and processes in the building industry.
- Developing new industry-wide culture, practices and standard protocols, including skills and training development, policy and regulations improvement, supply and value chain connection and consumer and market engagement.
- Leveraging the latest technologies, data science and artificial intelligence in the development of new construction systems and building process, designs and techniques.
- Delivering digital, building and sectoral technological solutions with the aim to unlock productivity, growth and increase community and customer value.

### **Position Summary**

The highest goal of Building 4.0 CRC is to achieve meaningful innovation and collaboration with our consortium partners, and thereby national and international excellence in the development and transformation of the building industry. The role of the Industry Manager is critical to achieving these goals.

The Industry Manager is broadly responsible for ensuring that the CRC's industry partners, (which includes commercial industry, peak industry bodies and government), get value from the CRC. This mandate includes broad responsibility and accountability for developing research projects, identifying commercial opportunities and likely partners, negotiating contracts, managing legal and intellectual property matters and embodying the central conduit between the CRC and its industry stakeholders.

The Industry Manager is a member of the Executive Team and there is an expectation that candidates will contribute to high-level strategic and management matters pertaining to all CRC activities. Some attendance and reporting to Board and various committees will be required.

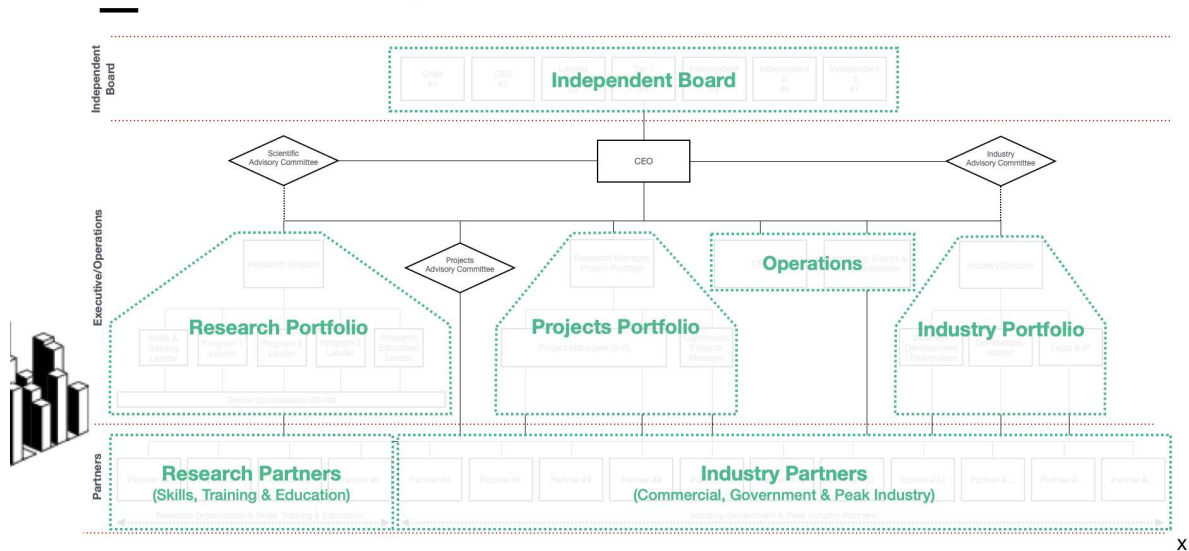
The position is Melbourne-based, substantially located at Monash University (Caulfield) and occasionally interstate travel may be required. As noted, the position is offered as a 100% FTE with reasonably flexible working hours as part of the post-COVID work environment, and the CRC will consider fractional appointments.

There is a substantial emphasis in the role on project matters in the CRC. These include project initiation, development, approval and operation. The role also carries significant communication and engagement responsibilities, requiring weekly contact and correspondence with various stakeholders (researchers, industry partners and CRC executive) and taking part in the detailed process required for both project approval and project reporting, particularly around matters pertaining to IP, Commercialisation and Utilisation.

## Organisational Context

The Industry Manager manages the Industry Portfolio, and reports to the CEO. The Industry Manager works alongside the Research Director, Program Leaders, the Projects Portfolio Manager and the Operations team. The core function of the Industry portfolio is to manage industry stakeholders, commercial and legal matters.

# Organisational Chart



## Position Responsibilities

Responsibilities of the Industry Manager include:

- Liaise with research, industry, government and peak industry stakeholders to engage them in research projects.
- Assist with the development of research projects based on a deep understanding of our partners' business strategies.
- Provide input to the review of project proposals and relevant CRC policies.
- Identify and manage commercial opportunities and new lines of business.
- Identify grant funding opportunities.
- Negotiate, problem solve and close contracts.
- Help develop new and strengthen existing relationships and partnerships.
- Follow the CRC's IP policy and ensure that intellectual property arising from projects is properly identified and protected for the benefit of the CRC and its stakeholders.
- Maintain the CRC's CRM system to effectively track all aspects of commercial activity, following up leads and garnering opportunities.
- Liaise with project partners regarding background and project intellectual property and consult with legal counsel and IP lawyers where appropriate.
- Engage in strategy setting with the CEO and Executive Team.
- Undertake other duties as requested by the CEO.

## Skills and Experience

The relevant skills and experience required to carry out the Industry Manager position fall within three distinct areas. Candidates will need to be strong in **at least two** of these areas to be considered:

1. Building Industry Domain Competency:
  - a. Knowledge of the building industry (and/or manufacturing) and the challenges it faces.
  - b. Understand construction and emerging building technologies.
2. Strong Stakeholder Management and Business Development Skills and Experience:
  - a. Capacity to engage with partners, listen, develop a rapport and trust.
  - b. Good interpersonal and collegial skills with project participants ranging from CRC staff, senior academics and industry partners.
  - c. Ability to problem-solve in a complex multi-party environment.
  - d. Manage commercial and business development.
  - e. All key aspects of the initiation, negotiation and closing of business deals, including very good mediation.
  - f. Experience in writing proposals and applications is strongly desired.
  - g. Converting relationships and business development activities into R&D initiatives.
  - h. Sourcing and responding to tenders and grant funding opportunities.
3. Process, Legal and Technical Matters:
  - a. A good understanding of IP, Commercialisation and Utilisation matters as they pertain to industrial R&D.
  - b. The ability and interest in tracking the complex, technical and detail-heavy processes involved in project development and operation.
  - c. Managing project budgets and costing and tracking expenditure of industry partners within agreed frameworks.

- d. An effective executive who can deliver results on time, reliably and with minimal supervision.
- e. The person will need a high level of focus on detail, and with self-organising capacity.

### **Qualifications**

Relevant tertiary qualifications and/or an equivalent level of knowledge gained through any other combination of education, training and/or experience.

### **Work Environment**

Previous experience within a collaborative research or research environments would be an advantage. Experience in the building industry, commercial, administrative and/or project management in a research environment would be highly regarded. Ability to work as part of a cross-functional team and lead by example is essential.

### **Level of Supervision**

It is intended that the incumbent will function independently under the direction of the CEO.

### **Judgement and Professionalism**

The incumbent is required to exercise sound judgement in areas of his/her expertise, in relationships with external parties, and confidentiality.

### **Personal Attributes**

Personal attributes to include:

- Ability to work as part of a cross-functional team.
- Excellent communication (written and oral) and interpersonal skills.
- Good analytic skills, and strong attention to detail.
- Enthusiasm, passion and drive.
- Honest, reliable and ethical in all dealings.

### **Occupational Health & Safety**

It is each staff member's responsibility to adhere to Occupational Health & Safety and Environmental regulations/legislation as follows:

- All staff members are to comply with the Occupational Health and Safety (OH&S) Guidelines and to adopt work practices that support OH&S programs
- Take reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
- Seek guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to supervisor
- Must not willfully place at risk the health or safety of any person in the workplace
- Participate in meetings, training and other environment, health and safety activities
- Must not willfully or recklessly interfere with or misuse anything provided in the interest of environment, health and safety or welfare

- Wear personal protective equipment as provided, and use equipment in compliance with relevant guidelines, without willful interference or misuse
- Must co-operate with the CRC in relation to actions taken by the CRC to comply with Occupational Health and Safety and Environmental legislation

**Applications and Expressions of Interest:**

Building 4.0 CRC is seeking expressions of interest from suitable candidates, and will hold this position open until a successful candidate has been appointed. The CRC is seeking to appoint as soon as possible.

Please direct expressions of interest for the role to Ms Lisa Norden (CFO and Company Secretary): [l.norden@building40crc.org](mailto:l.norden@building40crc.org).