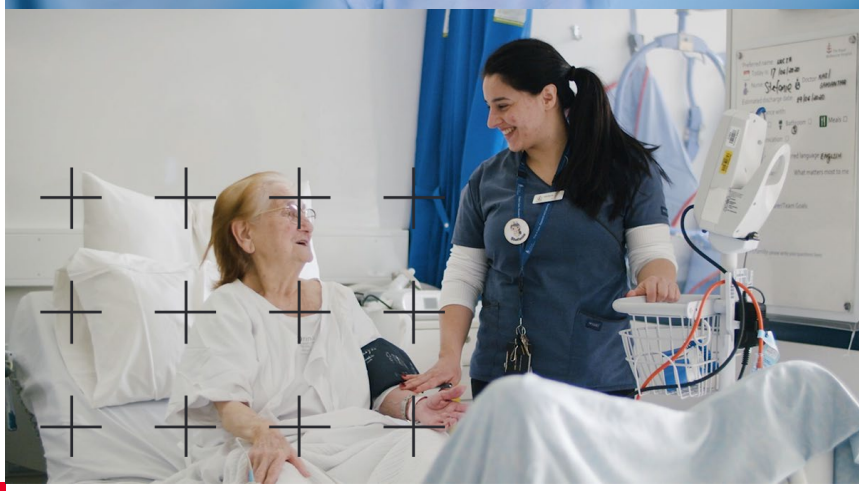
The Royal Melbourne Hospital









# Advancing health for everyone, everyday.

## Could this be you?

## Join The Royal Melbourne Hospital Team

Position Description

Commercial Partnerships Manager

The Royal Melbourne Hospital

## THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

## OUR VISION

# Advancing health for everyone, every day.

## THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

### People First

People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

### Lead with Kindness

Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

### Excellence Together

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

**Together 2035** - Our 10 year ambition positions the organisation to have a meaningful impact. Acknowledging the need for ability, adaptability and failing fast, it is assumed throughout this strategy cycle that nothing will stay stagnant. We will continuously strive fro excellence in health - through data insights, the latest research, responding to community sentiment, and global trends and importantly the views, needs and feedback of patients, consumers, carers and community.

**Strategic Pillars**
**Redesigning Together** - We are redesigning world-class care
**Thriving Together** - We are thriving through inspiration & curiosity
**Innovating Together** - We are leading research excellence for clinical impact

**Strategic Drivers**
Systems Thinking
Digital Intelligence
Performance & Sustainability

The Royal Melbourne Hospital

# Position Description

| | |
|---|---|
| **Position Title:** | Commercial Partnerships Manager |
| **Service:** | Clinical Governance & Medical Services |
| **Location:** | Victorian Infectious Diseases Reference Laboratory |
| **Reports To:** | Operations & Performance Manager |
| **Enterprise Agreement:** | Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2025-2027 |
| **Classification:** | HS6 + Over Award Payment depending on experience |
| **Employment Status:** | Full Time |
| **Immunisation Risk Category:** | Category C |
| **Date of Review:** | September 2026 |

## POSITION SUMMARY

The Royal Melbourne Hospital is one of Victoria's leading public health services, providing specialist medical, surgical and mental health services, together with rehabilitation, aged care, outpatient and community programs. Guided by its vision of advancing health for everyone, every day, RMH puts people first, leads with kindness and achieves excellence together.

The Victorian Infectious Diseases Reference Laboratory (VIDRL) is a leading public health laboratory located at the Peter Doherty Institute for Infection and Immunity (the Doherty). VIDRL is a key state, national and international public health laboratory that provides specialised microbiology reference testing across virology, mycology, parasitology, and mycobacteria.

The Commercial Partnerships Manager (CPM) will be responsible for developing and executing VIDRL's commercial strategy, while developing and fostering relationships with key decision-makers in pharmaceutical, biotechnology, and contract research organisations. This role will identify, evaluate, and pursue new business opportunities to drive revenue growth and contribute to VIDRL's long-term strategic goals. The successful candidate will possess a strong understanding of the biotechnology market, both nationally and internationally, with excellent commercial acumen and ability to navigate complex stakeholder environments.

Additionally, the CPM will be responsible for the implementation and ongoing management and governance of a clinical trials framework. This will include responsible for the full end-to-end clinical trials workflow, ensuring all clinical trials are quoted competitively, appropriate contracts are executed, and that all relevant members of the laboratory are GCP compliant. The role has line management responsibility for the Clinical Trials Officer who supports this work.

Depending on the candidate, this role may also be required to deputise and act in the role of Operations & Performance Manager during periods of leave.

Key responsibilities:

- **Commercial Strategy Development.** Develop and implement a comprehensive commercial strategy aligned with VIDRL's overall strategic objectives, including target market identification, service portfolio development, pricing strategies, and revenue forecasting.
- **Market Research & Analysis.** Conduct thorough market research and analysis to identify emerging trends, competitive landscape, and unmet needs in the infectious diseases market.
- **Business Development & Sales**. Proactively identify, qualify and pursue new business opportunities.
- **Relationship Management.** Build and maintain strong, collaborative relationships with key stakeholders.
- **Marketing.** Execute marketing campaigns and communications material to promote VIDRL's services.
- **Clinical Trial Management.** Oversee the planning, execution, and management of clinical trials at VIDRL, including oversight of all clinical trial activities and required compliance with applicable regulations.

## KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure risk management activities are completed, effective controls are in place, and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Ensure training needs of direct reports are identified and undertaken.
- Build and maintain strong industry relationships with key stakeholders across a variety of biotech and healthcare sectors.
- Accountable for the successful implementation of the VIDRL commercial strategy, ensuring alignment with the overall strategic objectives of VIDRL, the Doherty Institute, and the wider Parkville precinct.
- Proactively identifying and evaluating new market opportunities
- Achieve agreed upon revenue targets through the development and execution of business development initiatives.
- Manage the business development budget effectively, ensuring efficient allocation of resources.
- Develop and recommend pricing strategies for VIDRL's services, balancing commercial viability with market competitiveness
- Provide regular and accurate reports on business development performance, including revenue, contract status, and market trends
- Ensure all business development activities comply with relevant regulatory requirements, ethical guidelines, and Melbourne Health policies.
- Provide regular market intelligence reports to inform strategic decision-making and identify emerging opportunities.
- Oversee the planning, execution, and management of clinical trials at VIDRL, including oversight of all clinical trial activities and required compliance with applicable regulations.

## KEY RELATIONSHIPS

Internal

- Director
- Operations & Performance Manager
- Head of Strategy & Engagement
- Principal Scientist
- Quality Manager
- Royal Melbourne Hospital Finance teams
- Royal Melbourne Hospital Legal team

External

- Biotechnology companies
- Pharmaceutical companies
- Private healthcare providers
- Diagnostic companies
- Industry associations

## KEY SELECTION CRITERIA

**Formal Qualifications:**

- Bachelor's degree in science, medical science, business, marketing, or related field.

**Essential:**

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Mandatory Working with Children's Check and Police Check and Immunisation Assessment
- Strong experience in business development, sales, or commercial management, preferably within the healthcare, scientific or pharmaceutical industry.
- Demonstrated knowledge or experience in the execution of laboratory testing for clinical trials and understanding of the associated regulations.
- Proven track record of developing and executing successful commercial strategies.
- Excellent communication, presentation, & negotiation skills.
- Ability to build and maintain strong relationships with key stakeholders.
- Strong understanding of the biotechnology, healthcare, and science market, including market trends, competitive landscape, and regulatory environment.
- Highly motivated and results oriented.
- Ability to work mornings, evenings and/or weekends as necessary during peak periods and in response to external deadlines.
- Willingness to travel locally, domestically, and internationally as necessary.

**Desirable:**

- Experience with CRM software
- Advanced degree in business, MBA or equivalent.

## KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements
- Number of key market opportunities identified
- Measure of year-on-year revenue growth and achievement of portfolio revenue targets
- Ability to ensure return on investment of business development activities
- Ability to maintain effective and positive stakeholder relationships, both internal and external.
- Adherence to regulatory & policy compliance
- Implementation and management of full end-to-end clinical trials framework and workflow

**AT THE RMH WE:**

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

**OUR COMMITMENT:**

- **Equity, Inclusion, Belonging and Safety**
  - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
  - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
  - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
  - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
  - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

**ACCEPTANCE**

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

Date