



Position Description – Investment Manager

Position Details

Position Title: Investment Manager - Pre-seed

Position Number:

College/Portfolio: Research and Innovation Portfolio

School/Group: Research Partnerships and Translation

Campus Location: Based at the City campus however, may be required to work and/or be based at other campuses of the University.

Classification: HEW 10A

Employment Type: Continuing

Time Fraction: 1.0

RMIT University

RMIT is a multi-sector university of technology, design and enterprise with more than 96,000 students and close to 10,000 staff globally. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo, two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

College/Portfolio/Group

RMIT's Research and Innovation Portfolio supports researchers to help shape the world. The portfolio has an engaged, energetic, talented and collaborative team focused on enabling excellent research and innovation outcomes. With a global presence, community and industry connections, we support cutting-edge research and careers that make a positive impact on communities. The Research and Innovation Portfolio supports researchers and graduate researchers with research partnerships, grants and research contracts, funding opportunities, capability development, research training, ethics and integrity, intellectual property, commercialisation, internships, communication and profile.

Find out more about research and innovation at RMIT University and the Research and Innovation Portfolio at:

<http://www.rmit.edu.au/research/>

Research Partnerships and Translation

Part of the Research and Innovation Portfolio, Research Partnerships and Translation is the central group that supports and enables researchers to partner to achieve excellent research translation outcomes and translate their research. Research Partnerships and Translation also oversees intellectual property capture, protection and translation, new venture creation and funding and Intellectual Property (IP) commercialisation for the university.

The RMIT x Breakthrough Victoria Pre-Seed Fund

The RMIT x **Breakthrough Victoria** Pre-Seed Fund, (the Fund) is part of the skills and funding support provided by RMIT to accelerate translation of our research and innovation.

The Fund has been established in partnership with Breakthrough Victoria. Breakthrough Victoria Pty Ltd has been established to manage the Victorian Government's landmark \$2 billion Breakthrough Victoria Fund.

The Fund between RMIT and Breakthrough Victoria will provide funding for early-stage research, ideas and new technologies and will facilitate access to university networks and mentoring to create seed-fund-ready companies. Up to 20% of this funding can be invested into social purpose ventures.

The resources will be dedicated to the local start-up ecosystem to develop homegrown talents. The fund will drive the commercialisation of intellectual property (IP) by providing the right conditions for the growth of existing businesses and innovation precincts.

Position Summary

About The Role

The primary focus of this role is on assessing and supporting the development of the pipeline of commercialisation initiatives into and, through, the RMIT pre-seed pipeline and ongoing management of the development of those initiatives. This role is suited to an early career venture investment manager seeking to build hands-on involvement and expertise in advising, mentoring, and managing governance roles related to investment processes.

Reporting Line

Reports to: Executive Director Research Partnerships and Translation

Direct reports: 1, Investment Analyst

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

To be successful in this role, you will be experienced in research commercialisation, early-stage venture management and start-ups.

Specific duties include:

1. Finding and evaluating RMIT deep technology and social impact initiatives for investment and incubation through the RMIT pre-seed pipeline, including technical and commercial evaluation of opportunities.
2. Managing the development of the pre-seed pipeline in collaboration with the IP and Commercialisation Team.
3. Negotiating establishment terms with startup entrepreneurs.
4. In collaboration with the broader RP&T team build and manage relationships across the pipeline cohorts and RMIT's research community to raise the awareness of opportunities and processes.
5. Advising, mentoring and supporting portfolio initiatives utilising your own knowledge and networks to develop "*investibles*" for the next stage of investment.
6. Conducting due diligence assessments and liaising with internal and external technical experts.
7. Preparing investment recommendations and discussing the merits of each with the Investment Committee.
8. Managing governance requirements for the operation of the Investment Committee procedures to meet RMIT's governance and policy requirements.
9. Managing reporting on the outputs and activities of the RMIT Pre-Seed Fund associated with commercialisation and venture development, including preparing proposals, briefing papers and reports, and business plans.
10. Support the develop of the interface between academics, research translation staff and investment community, building strong networks that can support research translation, commercialisation and investment.
11. Be a positive change influencer and advocate for service excellence and continuous improvement across RMIT's Research and Innovation Portfolio.

Key Selection Criteria

1. Post graduate degree in the relevant area of science, technology and/or business with demonstrated experience in commercialising University research, or an equivalent combination of relevant experience and education.
2. Experience in managing and curating a technology pipeline in concert with stakeholders.
3. Experience providing recommendations and advice at senior management, Investment Committee and executive management level.
4. Start-up creation or board experience to guide and assist founders and their early-stage technology companies to develop the business and achieve success.
5. Demonstrated ability to work across a range of technology options and proven mentoring and communication expertise.
6. Solid track record of working successfully with researchers, students and other stakeholders to develop commercialisation initiatives.
7. Proven ability to collaborate and deliver results in a complex organisation and/or a university environment.
8. Demonstrated risk management experience in establishment of commercial initiatives.

Qualifications

Mandatory: Minimum graduate degree in Science/Engineering, HASS with a background in finance\investment or law with experience in early-stage ventures or commercialisation.

Desirable: Post graduate qualifications, experience in venture management and ideally follow on funding experience and University or corporate research\commercialisation functions.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Timothy McLennan Title: Executive Director Research Partnerships and Translation Date: 17/9/2024
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