

A more equitable world through better health.



POSITION DETAILS

TITLE	Business Development and Funding Partnerships Officer
CLASSIFICATION	Professional Level 6.3 – 6.5: \$99,536 - \$103,564 + super + salary packaging
TIME FRACTION	1.0 FTE (Part Time considered)
CONTRACT TYPE	Ongoing
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land
REPORTS TO	Executive General Manager – Business Development and Funding Partnerships
DIRECT REPORTS	Nil
LAST UPDATED	October 24

POSITION SNAPSHOT

Reporting to the Executive General Manager (EGM) for Business Development and Funding Partnerships (BD&FP), the BD&FP Officer will be an integral member of the BD&FP team whose primary purpose is to support researchers and working groups in generating new business and supporting their partnership activities across the Public Health and International Development disciplines. BD&FP sits within the Strategic Funding and Partnerships Business Unit responsible for managing all revenue generating activities of the institute.

Working closely with the BD&FP Manager, the primary responsibility of this position is to support all three of Burnet's core research programs (Women's, Children's and Adolescents' Health; Health Security and Pandemic Preparedness; and Disease Elimination) and working groups within the institute which have a funding and partnership focus on Australian and State government partners; bilateral (i.e. DFAT), multilateral (i.e. World Bank), UN organisations (WHO, UNICEF, UNFPA), and other funders. With the EGM and the BD&FP Manager, the team member will support the identification of business opportunities; work with our research teams supporting proposal preparation; as well as supporting partnerships and partnership development across our Australian and International programs.

The team member will support opportunity identification, assessment and proposal development including maintenance of institutional information for submissions, ensuring submissions meet internal expectations for budgeting and cost recoveries, and contract review and negotiations. This role may require some in-Australia and International travel.

KEY RESPONSIBILITY AREAS

1. PROPOSAL DEVELOPMENT	<ul style="list-style-type: none">• Work with the EGM and BD&FP Manager to support the identification, evaluation and development of new activities across the Public Health and International Development programs• Review and respond to the 'Intention to Apply' process• Support the EGM and BD&FP Manager to manage bid and grant development including identifying grant opportunities• Develop and maintain internal resources and templates for proposal writing• Develop and maintain relationships with key internal and external stakeholders and funding partners
2. PARTNERSHIP AND ENGAGEMENT	<ul style="list-style-type: none">• Support the EGM and BD&FP Manager to maintain key partnerships with Programs, Working Groups and external stakeholders• Identify potential opportunities and link with relevant Programs, Working Groups and Strategic Initiatives• Maintain records of internal and external discussions through management of meeting papers• Undertake Due Diligence assessments of new partners within a risk management framework
3. DOCUMENT MANAGEMENT	<ul style="list-style-type: none">• With the EGM and BD&FP Manager, support BD&FPs functions and document control of the Institute's BD&FP workflows and submissions.

4. STRATEGIC AND BUSINESS SUPPORT	<ul style="list-style-type: none"> Support key initiatives of the institute by providing relevant business development, partnership and project management support as required. Participate in general SF&P team meetings
5. TRAINING	<ul style="list-style-type: none"> Responsible for completing all required training in line with the position / role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	Bachelor's Degree in relevant area	Essential
2.	A minimum of 2 years of experience working in a public health/international development/NGO sector organisation or similar	Essential
3.	Some experience in proposal preparation, and broad awareness of global and Australian public health research funders.	Essential
4.	Demonstrated skills in building internal and external networks relevant to Public Health and International Development	Essential
5.	Ability to prioritize and manage multiple assignments, and manage multiple requests for information and assistance and to work under pressure of various deadlines	Essential
6.	High level of interpersonal communication including the ability to consult with multiple internal and external collaborators.	Essential
7.	Excellent written and verbal communication skills; organisational and document management skills including attention to detail	Essential

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Burnet Institute is a foundation partner of the AIID, a visionary initiative designed to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. The state-of-the-art facility is expected to be open in 2028 and will be home to Burnet Institute, Doherty Institute and The University of Melbourne, with funding from the Victorian Government. In joining this exciting initiative, Burnet will remain an independent medical research institute.



BURNET 2030 STRATEGY

The Burnet 2030 Strategy focuses on growing our impact, placing equity at the centre of what we do, and paying close attention to the effects of a rapidly changing climate and environment. Our point of difference is our technical breadth—from laboratory-based discoveries to field research, to commercialisation to development programs; all to progress toward a more equitable world. This is what sets us apart. Our Strategy will also see us invest in our people, building our position as the aspirational workplace within the sector with ethical values and a culture committed to fostering talent for future leadership and rewarding careers.

OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

OTHER REQUIREMENTS

Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE	Indirect Contact With Children
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ENQUIRIES

For enquiries, please contact careers@burnet.edu.au