



**BioMelbourne
Network**

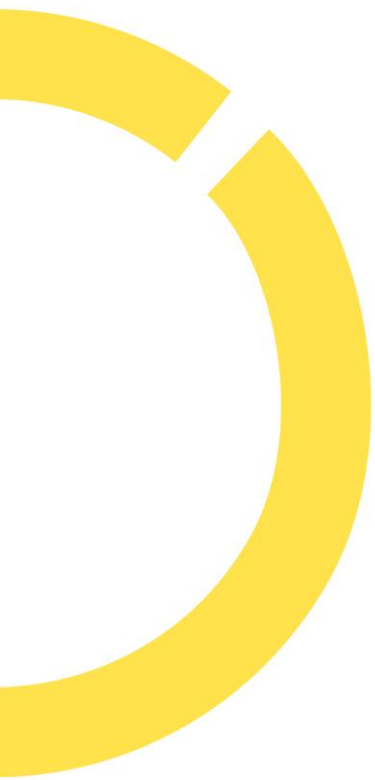
Progressing BioIndustry



Candidate Information Pack

Chief Executive
Officer

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Contents:

03

About BioMelbourne Network

05

Strategic Priorities

06

About the Position

07

Key Accountabilities

10

Essential Knowledge, Skills & Attributes

11

Application Instructions

About BioMelbourne Network

BioMelbourne Network (BMN) is a membership association, representing the Victorian HealthTech Industry, which works closely with members and stakeholders on priority issues linked to driving engagement, and growth in research, innovation, commercialisation and manufacturing in healthtech through both local and international networks. It is a respected brand with an excellent reputation for connecting the sector. BMN is closely aligned to the needs of its members, has a strong, visible profile across its stakeholders and strong relationships with the Victorian Government.

BioMelbourne Network's priorities are to:

- Identify and communicate key issues affecting the healthtech industry in Victoria;
- Facilitate discussions and actions to tackle contemporary and complex issues;
- Foster quality links and network engagement between members, collaborators and key decision makers, including State and Federal Governments.
- Build the reach of BMN's Wilam virtual network and the use of the BioResource Hub; and
- Represent our members' collective views and interests at local, national and international forums.

Our purpose

Our purpose is to foster and grow an innovative, globally competitive healthtech industry in Victoria.

Our vision

Our vision is to drive Victoria's healthtech industry to be a leading global hub for research, innovation, commercialisation and manufacturing. The healthtech industry is a key sustainable driver of the economy, employment and value-added growth in Victoria.

About BioMelbourne Network (cont).



Our role

BioMelbourne Network employs these strategies to achieve our purpose:

- 1. Data and insights:** We provide valuable data and insights on the sector's potential, priorities and needs.
- 2. Identifying opportunities:** We identify strategic initiatives that support and strengthen the local ecosystem.
- 3. Advocacy:** We build and maintain a supportive policy, regulatory and investment environment through advocacy.
- 4. Healthtech industry development:** We strengthen the sector and support our members through informative webinars and events.
- 5. Sector promotion:** We strive to be the central gateway for the promotion of the Victorian healthtech industry locally and globally.

Our members

Our members are diverse and experts in their respective fields, from early-career researchers to company executives and experienced directors, and start-ups through to large multinational corporations.

We represent universities, researchers, manufacturers, government departments, and the services sector, which includes commercialisation, product design and development, intellectual property, investment and legal sectors

Strategic Priorities

1. Data and Insights

Be the go-to source for the healthtech industry and Victorian Government for data and insights on sector potential, priorities and needs.

2. Identifying Opportunities

Work with the healthtech industry to identify and prioritise strategic projects and working groups and advisory panels that support industry transformation and strengthening of the local innovation ecosystem

3. Advocacy

Be the peak body for the Victorian healthtech industry to build and maintain a supportive policy, regulatory and investment environment.

4. Healthtech Industry Development

Deliver fee paying and sponsored initiatives that improve, strengthen and enhance the healthtech industry aligned with our data, and industry engagement.

5. Sector Promotion

Be a gateway for global markets, helping to build awareness of the Victorian healthtech industry domestically and overseas.





About the Position

The Chief Executive Officer is responsible and accountable for developing, executing and achieving the BMN strategic plan in conjunction with the Board, continuing to build the reputation and profile of BMN, managing the internal and external operations of BMN, managing existing and building relationships with new stakeholders and members, and providing consistent high-level advice to the Board on all aspects of the operation, governance and future planning.

Key Relationships

The CEO reports directly to the Board of Directors of the BioMelbourne Network.

The position leads a team of 4-6 permanent/temporary full and part time staff.

Key Accountabilities

Strategy, Financial and resource management:

- Ensure that the BMN Strategic Plan is developed, operationalised, reviewed annually as required, successfully implemented and reported against agreed key performance indicators;
- Contribute to the growth of BMN's financial resources, through execution of projects aligned to the business strategy;
- Prepare, implement and manage the Annual Budget, as approved by the Board;
- Prepare financial tracking reports reviewing P&L, Cash-flow, forecasting in conjunction with our Financial contractors;
- Monitor and report on financial performance, providing regular updates to the Board and stakeholders;
- Develop and maintain sound operational, financial, governance and HR practices, appropriate to the size of the organisation and the current and future business regulation requirements;
- Update and maintain the corporate compliance and risk management framework.

Revenue Generation

- Identify and cultivate strategic partnerships, sponsorships, and collaborations to enhance revenue streams;
- Lead revenue generation efforts by designing and executing effective campaigns, events, and initiatives to engage existing members and attract new stakeholders;
- Evaluate and diversify income streams, exploring opportunities for grants and other funding sources to support the organisation's objectives;
- Oversee the development and management of membership programs, ensuring value propositions that attract and retain members;
- Utilise technology and digital platforms to enhance revenue driving efforts and outreach to a broader audience;
- Extensive sales/marketing/business development experience and ideally have experience in a digital marketing/digital platforms environment.



Key Accountabilities (cont.)

Leadership:

- Responsible for the recruitment, selection, employment and induction of all staff;
- Effectively manage staff performance, including personal objective setting, completion of performance reviews, updating of position descriptions and duty statements;
- Provide appropriate staff development and training;
- Develop a succession plan for senior staff positions within BMN;
- Develop and maintain legally compliant OH&S policies and procedures and ensure compliance with such procedures, including by overseeing a safe working environment for all employees and contractors;
- Maintain and develop an organisational culture that attracts, rewards and retains high calibre staff.

Key Accountabilities (cont).

Member and Stakeholder Relationships

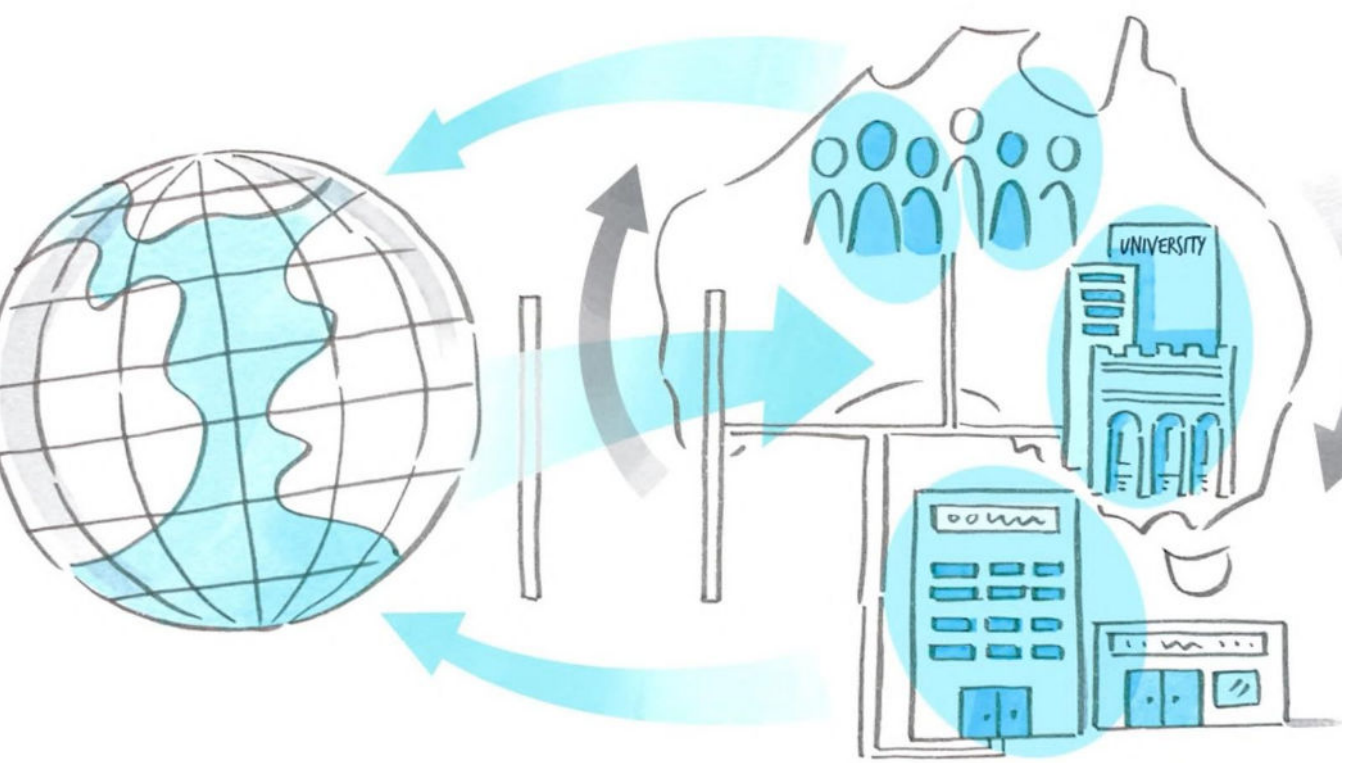
- Maintain strong relationships with existing members, supporters and relevant government representatives;
- Grow the membership base;
- Increase the number of stakeholders, including converting these to memberships;
- Increase the reach of the Wilam network in Victoria, other states and offshore;
- Provide leadership, direction and advice in the development of the events and communications programs.

Communications:

- Working relationship with the Chair and relevant Board Members to ensure Board Agendas are efficiently managed and constructed;
- Ensure that the Board is provided with timely, strategically focused reports well in advance of each bi-monthly Board meeting;
- Ensure that the Board is comprehensively informed on all aspects of the functioning of BMN and proactively advising the Board of any risks to the organisation;
- Advocate for the position and views of the BMN to all relevant internal and external stakeholders in a way that builds on/enhances the reputation of the BMN;
- Identify and establish productive working relationships with relevant stakeholders, including government, private and not-for-profit organisations and agencies.

Corporate governance:

- Ensure all Company legal and compliance governance procedures are fulfilled;
- Establish and maintain relevant records and documents in accordance with BMN's procedures and ensure compliance with applicable legal requirements;
- Ensure ongoing operational and financial compliance aligned to a business operating as a "Not For Profit" entity.



Essential Knowledge, Skills & Attributes

The essential knowledge, skills and attributes of the Chief Executive Officer include proven:

- Knowledge of and experience in the healthtech sector;
- High level leadership skills, including General Management experience;
- High level verbal and written communication skills;
- High level strategic planning;
- Financial management knowledge and experience;
- Change management experience;
- Proven high level facilitation, coaching and mentoring capability;
- Capacity in policy development and policy analysis.

Qualifications

It is mandatory for the appointee to hold:

- Relevant qualifications that enable them to strongly represent and deliver the aspirations of the BMN members and the Board. Ideally, they will have significant experience as a corporate senior leader in healthtech, additional knowledge and experience from roles including medical scientists, biomedical engineering, relevant service providers, and/or healthcare professionals.
- Tertiary business qualifications or equivalent experience including the Australian Institute of Directors qualification.



Application Instructions

To apply, please visit **fisherleadership.com** and choose 'APPLY NOW' from the menu. Submit your application quoting Fisher Leadership reference BIOceo1223 and address your cover letter and resume to Sandra Kerr, of Fisher Leadership.

Your application should include:

1. A brief covering letter clearly quoting BIOceo1223
2. A complete and current CV.
3. A statement detailing your experience relevant to the position and in line with the Selection Criteria outlined, citing evidence to support your claims.

Please ensure that you receive an email acknowledgement confirming receipt of your application.

The closing date for applications is **19 January 2024**

Please direct enquiries to Sandra Kerr on 1300 347 437.



Sandra Kerr, Associate Partner

Sandra brings over two and a half decades of experience across executive and scientific search. With a focus on partnering with organisations in Life Sciences, Health, Higher Education and Government, across Australia, Sandra brings a wealth of experience to her clients. Sandra has a clear focus on building strong, long-term relationships and trusting confidential partnerships to deliver exceptional outcomes. Sandra has a proven ability to handle highly technical and specialist search assignments and partners with Boards and Senior Executives to ensure a strong understanding of an organisations current and future direction. With a genuine love for consulting, Sandra is passionate about developing long term relationships built on honesty and integrity.

Sandra has partnered with organisations on engagements that include Ingham Institute for Applied Medical Research (COO and CEO), Ambulance Victoria (CEO), Australian Red Cross Life Blood (CEO), Southern Adelaide Local Health Network (CEO), St Vincent's Private (CEO), Peter MacCallum (ED, People and Culture), Royal Melbourne Hospital, Director Research Governance & Ethics and Gertrude Biomedical (Head of Drug Discovery).

Sandra has strong networks across the health, and life science sectors and is proud to support the sectors in the search for exceptional talent. Prior to joining the executive recruitment sector, Sandra was a senior leader within the scientific recruitment sector, with particular focus in pharmaceutical and the biotech sectors. With her early career as a microbiologist, Sandra brings a dedication and a drive to source incredible senior leaders to support the growth and commercial impact of the scientific sector.

Sandra holds a Bachelor of Science (Hons) (Microbiology) from La Trobe University.

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For more information visit:

<https://biomelbourne.org/>

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