

## **POSITION DESCRIPTION**

### **Business Commercialisation Manager (BCM)**

**RESPONSIBLE TO:** Chief Executive Officer (CEO)

**REPORTING TO:** CEO

#### **SUMMARY OF THE BROAD PURPOSE OF THE POSITION AND ITS RESPONSIBILITIES / DUTIES**

The BCM will be responsible for driving our continued growth in delivering quality primary care to South Australians by bringing:

- Proven experience in business commercialisation and venture growth
- A strong understanding of the primary care and health innovation ecosystem - especially Medicare billing
- A passion for purpose-led impact
- A talent for building partnerships, developing business cases and turning ideas into reality
- A desire to progress their career development within a motivated, committed team
- A collaborative approach to supporting managers to shape ideas into deliverable initiatives

#### **REPORTING / WORKING RELATIONSHIPS**

- Accountable to the Chief Executive Officer for achieving the expected outcomes of the position and practising within the philosophy of Summit Health and its aims, policies and protocols.
- Reports to the CEO.
- The BCM role sits within the Corporate Services Unit and does not have direct line management responsibilities
- Participates in the organisation's Performance Management Program which is conducted on a regular basis.

#### **CULTURE AND EXPECTATIONS**

All employees are expected to contribute positively to the organisation by displaying the values and expectations contained within our Cultural Framework (Appendix A at the end of this document).

#### **VALUES**

##### **TO DO NO HARM – COLLABORATE – TO CONTINUOUSLY IMPROVE**

Summit Health is a learning organisation that continually evolves and adapts to opportunities. We operate in a high-trust environment. To support this, all employees must promote and adhere to our values and expectations.

#### **SPECIAL CONDITIONS**

- Some out of hours work may be required
- Possession of a current valid driver's licence is essential

- Use of own motor vehicle is expected, for which reimbursement of kilometres will be paid according to the current Enterprise Agreement
- Ongoing employment is subject to a satisfactory Police Clearance check
- The position will be provided with a laptop and fortnightly mobile phone allowance

### **STATEMENT OF KEY RESPONSIBILITIES**

The BCM will play a pivotal role in helping our established management team grow our commercial and grant-based services by developing early-stage ideas into commercially viable, scalable ventures (65% FTE) and facilitating compelling grant submissions (35% FTE).

Based in modern offices in Mt Barker, you will be at the centre of rapid population growth, in an organisation with extensive links to a diverse health service network. We are not short of business opportunities and ideas but need you to help us undertake business case assessments and kick-start implementation.

The role will require you to:

- Identify and pursue new business opportunities through conducting comprehensive market analysis, designing and implementing innovative strategies leading to revenue generation;
- Stay abreast of industry trends, regulatory changes, and developments within the primary health sector to inform strategic decision-making;
- Identify opportunities to increase Summit Health's reach and impact by leading and coordinating the development of successful tender bids, grant applications and funding submissions;
- Actively initiate, lead negotiations, and oversee the establishment of new business development initiatives, in alignment with Summit Health's Strategic Plan;
- Work with internal program and subject matter experts to ensure that Summit Health's tenders and funding submissions are well-researched, accurate, practical and offer solutions in line with specifications that meet our communities and funders needs;
- Work with key internal and external stakeholders to identify, develop and progress new funding and service opportunities and associated reporting;
- Apply a commercial lens to existing and new services in collaboration with the management team.

### **General**

- Commit to the principles of operation contained in the Summit Health Quality Manual.
- Advocate our vision to all stakeholders.
- Operate within the delegated boundaries of the position.
- Attend and actively contribute at staff / Unit meetings.
- Identify opportunities and pro-actively participate in own professional development.

**Work, Health Safety (WHS)**

- The employee has a responsibility, under the WHS Act (SA 2012), to ensure their own health and safety at work along with their fellow employees.
- The employee has a responsibility to abide by the organisation's WHS policies and relevant direction as set out in the Quality Manual.

**PERSON SPECIFICATION****Essential Requirements****Education**

- Relevant tertiary qualifications

**Experience**

- A successful history in business commercialisation and innovation
- Demonstrable success in tender / grant submissions
- Proven ability to participate in a multidisciplinary team environment

**Skills / Abilities**

- Proven interpersonal skills at all levels
- A collaborative approach both internally and externally
- Ability to prioritise workloads, set goals, achieve outcomes, work to targets and manage multiple deadlines
- Strong attention to detail
- Excellent written, verbal and consultative communication skills
- Lateral thinker with the ability to solve problems as they arise
- Ability to be innovative and self-directed with drive and commitment
- Proven commitment to the principles and practice within a Quality Management and client-oriented service
- Strong competence in the use of desktop applications including Microsoft Office
- Demonstrable commitment to ongoing professional development
- Great facilitation, mentoring, and partnership-building skills

**Desirable Requirements****Education**

- N/A

**Experience**

- A solid track record of supporting small-scale business or startups
- Strong networks across South Australia's health and business ecosystems
- Deep understanding of health/primary care systems

**Skills / Abilities**

- N/A

**Current at:** 9 January 2026



## Summit Health Cultural Framework

Values: Do no harm

Collaborate

Continuously improve

	EXPECTATIONS							
	Be Customer Centric	Be Accountable	Be an Engaging Communicator	Problem Solve	Be Collaborative	Be Adaptable and Resilient	Inspire Leadership	Strategic Innovation
INDICATORS	<ul style="list-style-type: none"> <li>Wanting to deliver value</li> <li>Striving to ensure customer satisfaction</li> <li>Deliver on your 'promise'</li> <li>Anticipate customer needs</li> <li>Build relationships at every opportunity</li> <li>CONTINUOUSLY IMPROVE</li> </ul>	<ul style="list-style-type: none"> <li>Offer and embrace innovative solutions</li> <li>Take ownership - its ok to make mistakes if we learn from them</li> <li>Celebrate the achievements!</li> <li>Be open and transparent</li> <li>Communicate all progress to your manager and peers</li> <li>Encourage a solutions-oriented culture</li> <li>DO NO HARM</li> </ul>	<ul style="list-style-type: none"> <li>Ask questions and listen to understand</li> <li>Use positive language</li> <li>Acknowledge other viewpoints</li> <li>Understand the views of others before acting</li> <li>Be clear and concise with your intent, ideas and feelings</li> <li>Shape the opinions of others by applying these traits</li> </ul>	<ul style="list-style-type: none"> <li>Analyse the problem not just from your perspective</li> <li>Consider the options</li> <li>If you've thought it through, back yourself to make the decision</li> <li>Make the decision consistent with our values and Strategic Plan</li> <li>Be creative - think outside the square</li> <li>Proactively address potential problems</li> <li>Anticipate</li> <li>Become the expert in your domain</li> </ul>	<ul style="list-style-type: none"> <li>Be a team player</li> <li>Embrace diversity</li> <li>Acknowledge other viewpoints</li> <li>Be consultative</li> <li>Seek consensus where possible</li> <li>Encourage 'we' language</li> <li>Be a custodian of team culture</li> <li>Identify gaps in team culture</li> <li>Appreciate our great culture, colleagues and opportunities to work and grow</li> </ul>	<ul style="list-style-type: none"> <li>Accept change and embrace challenges</li> <li>Be calm under pressure</li> <li>Take annual leave - recharge batteries</li> <li>See feedback as an opportunity to grow yourself</li> <li>Take up prof. development opportunities</li> <li>Be persistent</li> <li>Recover quickly from setbacks</li> <li>Demonstrate emotional agility</li> <li>Enjoy your work</li> </ul>	<ul style="list-style-type: none"> <li>Foster and support teamwork - eliminate silos</li> <li>Lead by example</li> <li>Develop engaged people and teams</li> <li>Navigate issues calmly</li> <li>Cultivate trust</li> <li>Create an environment for people to thrive in</li> <li>Inspire discretionary effort</li> <li>Read the emotional context of a situation</li> <li>Acknowledge effort not just outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Innovate in line with the big picture</li> <li>Be agile in adapting to changes</li> <li>Always consider other options</li> <li>Factor in our future goals</li> </ul>