

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