

Venture Analyst

Position Description

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| Position title | Venture Analyst (Internship) |
| Reports to | Venture Manager |
| Position Scope & Purpose | <p>This position is principally responsible for supporting the AUT Ventures team with identifying, appraising, and developing new commercial ventures that create real-world impact from University research.</p> <p>The successful candidate will work closely with the AUT Ventures commercialisation team and the CEO and will gain experience in new ventures, business, marketing, relationship management, intellectual property, and contracts.</p> <p>The successful candidate can expect to work across a wide spectrum of industries and technologies, from healthcare, engineering, software, design, biochemistry, sports, and all parts of a new venture project. Therefore, some technical knowledge is useful. At times the role will also help the Research Office with external funding applications that require commercialisation or intellectual property plans.</p> <p>Every day will be different, so the role requires adaptability, enthusiasm, and a positive attitude.</p> |
| Responsibilities | <ul style="list-style-type: none"> • Researching, collating, and analysing technical and commercial information relating to new ventures. • Sourcing information from primary sources such as potential customers, manufacturers, and collaborators. • Communicating analysis, conclusions, and recommendations through reports and presentations, such as business cases, forecasts, investment proposals, research funding applications, marketing materials, investment documents, and pitches. • Supporting the Venture Advisors/Consultants/Managers and CEO with tasks that progress new ventures, such as ensuring suppliers are paid, contracts are signed, records are up to date, and meetings/events are organised. • Undertaking Intellectual Property (IP) reviews and assisting with IP protection, such as patents and trademarks. |

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| | <ul style="list-style-type: none"> • Assisting colleagues to review agreements and contracts. • Presenting to internal and external stakeholders. • Developing and maintaining professional relationships with academic and other staff, outside businesses, other University commercialisation offices, and the NZ commercialisation ecosystem. • Contributing to identified continuous improvement projects • Representing the University and AUT Ventures in a professional way at AUT and external events. • Promoting new ventures through developing social media, web and other marketing and product channel opportunities. |
| Education/Qualification | A degree or equivalent experience. Some exposure to business, law, marketing, etc. – ideally hold or working towards a postgraduate qualification in business, entrepreneurship, or commercialisation. |
| Knowledge/Experience | <ul style="list-style-type: none"> • Demonstrated enthusiasm for new ventures, particularly technology ventures. • Experience and knowledge in conducting market analysis or research. • Basic understanding of intellectual property. • Some understanding of technology commercialisation includes stage-gate models, de-risking early-stage technology, and funding opportunities and mechanisms for each stage of technology commercialisation. |
| Skills | <ul style="list-style-type: none"> • Ability to understand research from various disciplines. • Effective communication skills, both verbal and written. • Effective interpersonal skills with a demonstrated commitment to customers. • High level of computer literacy, including Excel, PowerPoint, and Word. |
| Characteristics | <ul style="list-style-type: none"> • Enthusiastic about entrepreneurship and innovation. • Action-oriented • Positive • Curious • Resourceful • Thorough |