

CEO



Peter Mac
Peter MacCallum Cancer Centre
Victoria Australia

- *Unique biotech opportunity*

- Cell Therapies Pty Ltd has the advantage of being a private entity which is a subsidiary of Peter MacCallum Cancer Centre, governed by its own Board of Directors.
- Your brief is to lead, manage and promote the company's GMP cell processing capabilities to the international arena, enabling the strategic delivery of translational health outcomes via breakthrough cell-based therapies.
- You combine superior scientific qualifications with proven success in building advantageous business relationships with clients in the global life sciences industry. You will thrive on the fact that you will drive a business which has access to the caché and support of Peter Mac, with its own strategy for commercial development
- Please view the Position Description on www.brookerconsulting.com.au and send a brief CV (Word format, up to 5 pages) to career@brookerconsulting.com.au or ring Jeremy Wurm on 03 9602 1666, in confidence.

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Position Description

Job Title	Chief Executive Officer
Location	Cell Therapies Pty Ltd. (CTPL) Level 9, Victorian Comprehensive Cancer Centre, 305 Grattan St, Melbourne, VIC 3000
Department	Executive
Reporting To	CTPL Board of Directors
Main Purpose of Position	<p>Ultimately responsible for ensuring that the GMP cell processing facility at Peter Mac is fully utilised, covers its costs and fulfils its purpose of being a strategic capability for Peter Mac in delivering world's best cancer care in enabling clinical delivery of transformational health outcomes via breakthrough cell based therapies.</p> <p>The CEO is responsible for:</p> <ul style="list-style-type: none"> • Design and Development, with the Board, of CTPL strategy • Execution of the strategy • Development of business and annual operating plans and budgets • Developing and maintaining a pipeline of potential fee generating projects • Managing customer relations • Building an appropriate profile for CTPL within the local and international industry and with government, clinical and academic stakeholders in Australia • Development of commercial opportunities • organise and establish appropriate governance, metrics and processes with technical operations team to ensure alignment of project delivery with customer expectations • Ensuring sufficient financial resources are available to Technical Operations group to deliver projects while ensuring continued profitability and positive cash flow • Quality • Accreditation • Safety
Key Effectiveness Areas	<ol style="list-style-type: none"> 1. Financial results <ul style="list-style-type: none"> • Develops financial plans and manages operations to deliver results in accordance with these plans • Secures funding for capital equipment from clients and grants (CTPL operates an asset/balance sheet light business model) 2. Business development/sales <ul style="list-style-type: none"> • Identifies and wins profitable new cell therapy process development, clinical manufacturing and consulting services contracts 3. Customer relationship management <ul style="list-style-type: none"> • Ensures appropriate senior level customer engagement and relationships • Ensures internal project delivery plans and reporting of progress and results to clients is in line with proposals and client expectations

	<p>4. External relations and profile</p> <ul style="list-style-type: none"> • Within the Peter MacCallum Cancer Centre values maintains and expands CTPL’s brand and reputation with industry, government, clinical and academic stakeholders in Australia and internationally <p>5. Organisation effectiveness</p> <ul style="list-style-type: none"> • Develops and maintains an effective proposal development, contracting and financial organisation • Ensures that technical operations team is appropriately resourced to deliver contracted projects and that capacity is appropriately balanced • Ensures project governance and reporting systems are in place to provide visibility to CTPL, Board and clients on progress and to appropriately manage client expectations <p>6. Board engagement</p> <ul style="list-style-type: none"> • Co develop strategy • Provide and explain operating plans • Provide information and analysis to support effective board decision making • Ensures appropriate induction and education of non-executive directors
<p>Number of Direct Reports</p>	<p>Five direct (25-30 total staff)</p>
<p>Decision Making Authority</p>	<p>Per board delegated authority in place from time to time. Currently includes:</p> <ul style="list-style-type: none"> • Expenses up to TBD (and in addition payroll, taxes, rental costs) • Revenue contracts up to \$0.5m • Recruiting within budgeted or otherwise Board approved organisation • Banking transaction authorisation/signatory • Approval of CDA’s and supplier agreements
<p>Key Relationships</p>	<p>Internal:</p> <ul style="list-style-type: none"> • Technical operations group, particularly CSO, Production Manager, Quality Manager) <p>External: CE and senior management team of Peter Mac ED of Research</p> <ul style="list-style-type: none"> • Leaders of Peter Mac and RMH allied functions (research, clinical, pathology, apheresis, cryo-preservation). • Customers and potential customers – decision makers and key influencers • Industry associations: AusBiotech, BioMelbourne Network, Alliance for Regenerative Medicine, CRC for Cell Therapy Manufacturing, CCRM Australia
<p>Experience/Qualifications</p>	<p>Essential:</p> <ul style="list-style-type: none"> • A tertiary qualification in a relevant scientific discipline • International business experience or equivalent experience • Post graduate qualification in management at Masters level • Experience in executive leadership roles in biologics, medtech or pharmaceutical companies

	<ul style="list-style-type: none"> • Demonstrated skills in strategic planning, business development (complex transactions/sales such as licensing, contract manufacturing, acquisitions), customer relationship management, financial planning and analysis • Strategic negotiations • Extensive transaction sheet and alliance/integration management portfolio • Ability to design and negotiate sound commercial terms and to ensure these are integrated into contracts • Previous P&L or business unit financial accountability • Financial literacy • Ability to build and align multi-disciplinary teams • Project leadership and governance • Ability to operate with a high degree of independence • Practical understanding of the principles of Good Manufacturing Practice <p>Desirable:</p> <ul style="list-style-type: none"> • Extensive knowledge of, and networks within, the biologicals & cell therapy industry, including direct access to decision makers and influencers in the major commercial entities • Understanding of pharmaceutical regulatory affairs environment • Experience managing in a GMP or pharma R&D project environment; understanding of therapeutic product development processes • Experience in regenerative medicine or immunotherapy cell therapy development • Knowledge of contracts and IP law
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Role specific performance objectives	
Performance Objectives	Key Performance Indicators
Financial results	<ul style="list-style-type: none"> • Revenue growth • Revenue diversity • Proportion of forward revenue contracted • Profitability and cash flow (maintain neutral to positive cash flow at all times) • Cash reserves • Performance to plan
Business development	<ul style="list-style-type: none"> • Number of potential projects, particularly projects under proposal • Rate of progression of projects • Value of projects under proposal compared with "at risk" revenue
Customer relationship management	<ul style="list-style-type: none"> • Customer satisfaction • Effectiveness and efficiency of dispute/adverse result/change order resolution • Level of disputed invoices/credit allowances • Regular face-to-face meetings with key customers

External relations and profile	<ul style="list-style-type: none"> • Membership of, and participation in, relevant global and local industry associations • Attendance at relevant global industry meetings • Australian academic, industry, Peter Mac and government profile
Organization effectiveness	<ul style="list-style-type: none"> • Staff engagement • Project delivery to milestones and customer expectations
Board engagement	<ul style="list-style-type: none"> • Quality of information/papers provided to Board • Timeliness of Board papers • Performance against personal and company annual performance goals
Performance objectives as per Cell Therapies Pty Ltd policies	
Performance Objectives	Key Performance Indicators
Provides safe working environment	<ul style="list-style-type: none"> • Responsible for overall OHS environment and performance • Maintains a safe workplace • Minimises OHS risks to staff and visitors
Education	<ul style="list-style-type: none"> • Participates in educational activities including attendance at internal and external training courses and applicable scientific meetings. • Supports and manages links with relevant agencies, companies and institutions.
Team participation	<ul style="list-style-type: none"> • Communicates and cooperates with board, leadership team and project teams to ensure work is completed within appropriate timeframes
Occupational Health & Safety, Infection Control and Biological Safety	<ul style="list-style-type: none"> • Takes all reasonable steps to ensure a safe environment • Completes incident reports 100% of the time and responds appropriately to OH&S incidents • Understands emergency procedures and location of emergency equipment • Attends Peter MacCallum Cancer Centre Health & Safety training on emergency procedures annually and is capable of identifying emergency equipment in place
Privacy	<ul style="list-style-type: none"> • Adheres to the Cell Therapies Pty Ltd and/or Peter MacCallum Cancer Centre privacy and confidentiality policies
Human Resource Management & Performance Development and Review	<ul style="list-style-type: none"> • Complies with Cell Therapies Pty. Ltd and Peter MacCallum Cancer Centre policies particularly related to equal opportunity and diversity • Follows established procedures and guidelines • Takes all reasonable steps to prevent bullying, discrimination and harassment in the workplace
Recruitment and Selection	<ul style="list-style-type: none"> • Adheres to Cell Therapies Pty Ltd policy
Performance Management	<ul style="list-style-type: none"> • Adheres to Cell Therapies Pty Ltd policy • Participates in quarterly and annual performance development and review

Values and behaviours		
Proficiency Level required to be indicated against each value:		A= Proficient B= Advanced C= Expert
Values	Key Behaviours	Proficiency Level
Integrity	We do the right things and we do things right, even when that comes at a cost. We make decisions based on evidence and in compliance with legal and moral obligations (including but not limited to those relating to confidential information and intellectual property).	C
Safety	Patient safety always comes first. The practice of medicine carries inherent risks and we will work with our partners to exercise professional judgment, skill and care to ensure that we do not knowingly put patient safety at unnecessary risk and that we are transparent about risks	B
Excellence	We will invest time and resources to lead our field. We aim to exceed minimum performance standards and regulations. We proactively disseminate new knowledge, skills and techniques with each other.	C
Creativity	We find ways to bring novel therapies to patients quickly and cost effectively, but consistently with our values. We believe that effective teams, both internally and with partners, are a key contributor to our creativity.	C
Transparency	We are open and honest in our dealings with our clients, suppliers, and each other. We do not offer or accept personal inducements for any act in connection with our business and proactively disclose and manage potential conflicts of interest.	C
Board Chair Signature		Date:
Staff Member Signature		Date:

Privacy Statement: Information may be collected and stored for the purpose of recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. These may be obtained from the Privacy Officer.