



## Position Description: Investment Intern

May 2021

## **Role Overview**

This role is for a capable university graduate who is looking to grow into an exciting career.

The role offers exposure to all aspects of the operation of a venture capital fund, including investment analysis, management and record keeping, and also marketing, communications, public relations and corporate development activities. This is an exciting opportunity to carve out a role for yourself and begin a career in venture capital.

Based in Brisbane, you will be responsible for ensuring that tasks are carried out to the exemplary standards that Uniseed is known for, ensuring areas within your control are properly managed, above-average results are achieved and appropriately presented.

As Investment Intern, you will be directly responsible for building strong relationships with the Uniseed team and with a variety of other stakeholders, investors and investees. You will be self-motivated, organised and eager to learn.

## **Skills & Attributes**

The following skills would be an advantage:

- A recent university graduate of a research focused degree in a relevant discipline
- Experience with and understanding of social media platforms
- Strong writing skills, with the ability to write regular and engaging content
- Experience with publishing and graphic design programs
- Excellent spreadsheet skills – particularly in Excel
- Excellent communication – both verbal and written
- Excellent organisational skills

## **General Responsibilities**

All Uniseed team members are required to:

- Provide a positive contribution to the team, be a safe pair of hands and pay meticulous attention to detail;
- Be receptive to feedback and always work towards improved performance;
- Be outcomes-focused;
- Contribute to the ongoing development of Uniseed;
- Demonstrate confidentiality, tact and discretion when dealing with others and in all aspects of your role
- Adhere to administrative tasks, including timelines and be aware of and adhere to company policies and procedures
- The Investment Intern will take steps to understand key policies governing Uniseed's investments and be aware of his / her responsibilities with respect to non-disclosure of information

## Role Description

Your role will cover working with the Uniseed team to provide support across a range of internal and outward facing tasks, including:

### INVESTMENT

- Assist as required in due diligence on potential investments, at the request of Uniseed CEO or Investment Managers. This involves web-based and other searches on intellectual property, market, competition and technology. This also involves online patent searching, analysis and reporting on competitive nature of potential investment IP.
- Updating Uniseed's records including but not limited to Uniseed investment, co-investment and grants received by Uniseed companies
- Updating the database of patents, people, publication, press and presentations for Uniseed Investee Companies
- Maintain active searching on Uniseed investee companies including scanning for new IP, competitor developments and industry changes, and alert management team of any developments. This would also involve maintaining a range of "Google Alerts".
- Participate in management team meetings and observe investment committee meetings. Assisting in the smooth running of investment committee meetings with administration and room setup help as needed. This will involve monthly travel to Melbourne or Sydney. Act as secretary and prepare minutes of meetings.

### COMMUNICATIONS & MARKETING

- Keeping the corporate website up to date with content relevant to our audience – this will include prompting the team regularly to keep you across key activities which are worthy of sharing via uniseed.com, as well as determining where it requires improvement and to ensure it fits well with the Uniseed brand vision, values and feel
- Acting as custodian for Uniseed's website, LinkedIn and Twitter channels.
- Assistance in distributing press releases to Uniseed shareholders and other selected parties
- Monitoring social channels and discussing agreed engagement strategies with team
- Driving ideas around blog content
- Producing and distributing blogs
- Producing content captured at our events and via interviews with our stakeholders into engaging, shareable bites
- Managing the posting process on social media
- Driving the content creation calendar for all Uniseed channels and keeping the team to task with provision of ideas to support ongoing content pipeline
- Checking the integration between our social channels and website

### ADMINISTRATIVE

- Provide administrative support to CEO and Investment Managers as required (typing, filing, diary maintenance, travel and hotel bookings etc)
- Maintain key databases – e.g. contacts database; legal documents register
- Organising and preparation of Board and Investment Committee meetings, papers and folders
- Preparation of claim and reconciliation of company monthly Amex statement
- Preparation of Annual schedule for following year (liaise with research partners to organise rooms, dates and times).
- Booking and liaise for visitor parking.
- Performance of all other tasks and duties specified by the CEO in a proper and efficient manner.

## About Uniseed

Uniseed is Australia's longest running early-stage commercialisation fund that makes investments in research emanating from five of Australia's leading research organisations – The University of Queensland, The University of Sydney, The University of New South Wales, The University of Melbourne and The CSIRO. Uniseed is a mutual fund, owned by research organisations, for research organisations. The fund facilitates the commercialisation of its research partners' most promising intellectual property and secures targeted investment in resulting products and technologies.

In November 2015, Uniseed started its third and largest fund (Fund-3), with the five partners each committing \$10 million over 10 years (total fund \$50 million). This followed three high profile exits in the preceding 14 months (Fibrotech sale to Shire; Spinifex sale to Novartis & Hatchtech sale to Dr Reddys Laboratories).

In March 2017, Uniseed announced the further commitment to a \$20 million Follow-on Fund, and in 2018 a Co-Investment Fund was established with private capital providers through a relationship with Atlas Advisors Australia.

For more information, visit: <https://uniseed.com/>

### Uniseed Values<sup>1</sup>

- We invest in and support research, projects and businesses that will change the world for the better
- We make early and brave investments based on thorough diligence
- We are cultural changemakers by creating role models, educating and leading conversations
- We add value to all those in our ecosystem
- We balance our partner's and the fund's interests in decision making
- We measure and are accountable to the value we bring our partners

### Uniseed Vision<sup>2</sup>

Uniseed supports researchers in building businesses from their research to make the world a better place. Through our activities and investments, we have made it the norm for researchers to commercialise their research through start-ups.

### Uniseed Mission<sup>3</sup>

Uniseed provides investment and support to create successful businesses from our partner's research that changes the world for the better.

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<sup>1</sup> Values are the fundamental beliefs upon which Uniseed and our behaviours are based. They are the guiding principles that Uniseed uses to manage its internal affairs as well as its relationship with customers.

<sup>2</sup> Vision is an aspirational description of what an organization would like to achieve or accomplish in the mid-term or long-term future. It is intended to serve as a clear guide for choosing current and future courses of action.

<sup>3</sup> A mission statement defines what an organization is, why it exists, its reason for being.