



Candidate Information

Position:	Intellectual Property (IP) Officer
School/Department:	Research and Enterprise
Reference:	18/106966
Closing Date:	Monday 10 December 2018
Salary:	£33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)
Anticipated Interview Date:	week commencing 10 December 2018

JOB PURPOSE:

To provide analytical support for the validation, development, management, licensing and reporting of the University's Intellectual Property (IP) portfolio. Reporting to the Intellectual Property manager, to execute and maintain the operation of the University IP management system within the Commercial Development team. To provide IP landscaping and analysis for new inventions using IPR search platforms. To assess, evaluate and validate patent and invention information using a variety of open and closed tools. To provide financial management analysis and insights for the team in relation to the University licensing strategy. To provide analysis and insights for department KPIs with the purpose of generating actionable process improvements which will increase income and impact from commercial sources.

MAJOR DUTIES:

1. Provide specialist IP landscaping analysis and reporting for new inventions for the commercial development team and academic colleagues using relevant IP search tools.
2. Conduct due diligence for new projects and invention disclosures, including: assessment of the state of the art; conducting prior art searches using relevant patent databases; conducting Initial market research.
3. Contribute to the design, development and implementation of new and existing systems and processes for IP commercialisation and management within the University. This includes the customisation of software systems using relevant CRM and IP management tools.
4. Manage patent formalities ensuring timely commercial decision-making for relevant cases, and ensuring full integration to the IP management system.
5. Provide advice and guidance to University staff on IP issues related to their research, for example identifying IP, identifying ownership rights, invention protection strategies, information on patenting processes, formalities and issues.
6. Assist in the delivery of specialist IP advice, awareness and training through workshops across the University.
7. Contribute to the mission and strategic priorities of the University, particularly in relation to the expansion and diversification of its income base through the protection, managing and licensing of the University's IP portfolio.
8. Where appropriate, represent the University on external partnerships and liaise with companies and external bodies to promote the University's regional profile and knowledge transfer activities.
9. Negotiate and manage the execution of agreements, such as Collaboration Agreements, NDAs, MTAs, and Licence agreements, with external parties, commercial partners and funders, in relation to University technologies.
10. Provide financial analysis relating to royalty income and patent expenditure, including: generating royalty forecasts; managing inventor payments; tracking royalty payments and IP related income; and tracking patent expenditure.
11. Responsible for providing monthly, quarterly and annual reports related to IP and licensing KPIs.
12. Support out-licensing and spin-out activities, including drafting non-confidential technology summaries; managing invention promotion through the IP management portal; and conducting company background research.
13. Design and deliver IP portfolio reports for senior management, committees and stakeholders, as required, including the assessment of inventions, licenses, spin-outs and patents on a year by year and historic basis.

Planning and Organising:

1. Assist in the implementation and achievement of the strategic priorities of the Commercial Development Team in line with the University vision and Directorate objectives.
2. Plan, and organise the activities of the administrative staff within the Team as required.
3. Plan, develop and manage programmes of work which ensure the University's IP portfolio is identified, protected, managed and licensed appropriately.

Resource Management Responsibilities:

1. Manage the Commercial Development IP administrative staff as required, to ensure delivery of the Team and individual targets.
2. Utilised the University Short-term appointments register as necessary to fulfil administrative resource requirements as may be needed within the team from time to time.
3. Contribute to overall resource and budget planning within the Research and Enterprise Directorate.
4. Contribute to the financial reporting for technology transfer, the patent portfolio and client relationship management systems.
5. Manage the IT and other equipment resources for the Commercial Development Team within Research and Enterprise Directorate.
6. Manage personal time and workload on a medium-term basis to support the Research and Enterprise Directorate objectives in line with the University's Vision.

Internal and External Relationships:

1. Liaise and network with staff at relevant levels across the University on issues related to the work of the Research and Enterprise Directorate and the Commercial Development Team.
2. Manage key relationships with organisations and individuals in the public, private and community sectors as funders, partners and clients of the Commercial Development Team.
3. Promote the University's IP at both internal and external meetings/events to ensure that University's interests are appropriately represented and acted upon.
4. Develop contact with other areas of the University, in particular the Research Contracts Office, Business Alliance Team, KTP team and QUBIS Ltd to develop new/improved processes and supporting systems for IP management and licensing activities.
5. Liaise with external bodies including the attorneys, INI, funders, relevant government departments, and other universities as may be necessary from case to case,
6. Liaise with staff including Pro-Vice Chancellors, Heads of School, School Managers, Research Office staff, Finance, Human Resources, Information Services, Planning Office, academic staff and students and others in matters of IP management.

ESSENTIAL CRITERIA:

1. A degree or equivalent.
2. 3 years' recent relevant experience in providing professional advisory or management support in a busy and fast-paced commercial, innovation or IP related environment.
3. Demonstrable project management skills to manage multiple simultaneous projects of various size and/or complexity.
4. Experience in sourcing, managing and analysing, high volumes of detailed information, and of interpreting and reporting on this data in a meaningful way for the target audience.
5. A working knowledge of current higher education policy issues in the UK, particularly in relation to research and the commercialisation of university IP.
6. Excellent oral and written communication and negotiation skills, with the ability to build effective working relationships with others.
7. A customer orientated approach to completing tasks and achieving objectives.
8. Willingness to work flexibly.

DESIRABLE CRITERIA:

1. Post-graduate qualification in IP or a related commercial or technical discipline.
2. Experience of IP protection and management activities.
3. Well-developed analytical capabilities and ability to analyse new inventions and commercial opportunities.
4. Computer literate in the use of standard Microsoft packages and the Internet, in particular excel spreadsheet design and usage.
5. Experience of analysing or assessing new technologies and/or inventions, in particular using Derwent or similar search tools for IP landscaping is advantageous.
6. Experience of managing or developing a performance information software tool, in particular experience using Inteum is advantageous.

7. Experience of successfully developing and cultivating business with businesses, universities, research institutions and/or government departments and agencies.
8. Experience of working closely with or within a university, a research environment or a technology transfer environment.
9. Experience of preparing and delivering talks/presentations.
10. Understanding of the sources of University funding for research, development and innovation.
11. Knowledge of indicators and data sources which can be used for benchmarking commercialisation performance.