



Candidate Information

Position: Commercial Development & Intellectual Property Officer
School/Department: Commercial Development
Reference: 22/110367
Closing Date: Monday 21 November 2022
Salary: £35,333 - £42,155 per annum
Anticipated Interview Date: Friday 2 December 2022

JOB PURPOSE:

As a member of the Commercialisation and Intellectual Property (IP) team, you will work closely with the commercial development and IP managers to commercialise the outcomes of the University's research across all faculties within the university. The role holder will be responsible for overseeing the delivery of commercial and IP activities that include outreach, funding calls, case monitoring, programme support and liaising with patent agents, managers and academics.

MAJOR DUTIES:

1. Contribute to the strategic priorities of the University, particularly in relation to the expansion and diversification of its income base through increased commercialisation of its IP and commercially relevant research capabilities.
2. Provide specialist commercialisation and IP support to university staff, commercial development and IP managers to support informed decision making.
3. Supervise the delivery of outreach activities from the Commercialisation and Intellectual Property (IP) team, in parallel with the management of funding calls.
4. Stimulate access by researchers to the range of support programmes and services to assist with knowledge exchange initiatives.
5. Support academics and represent the university on innovation programmes such as Lean Launch Programme and ICURe
6. Play an active role in the stimulation of innovative ideas and IP throughout the university
7. Present results against targets and put forward recommendations through the provision of advice, briefings, presentations or written reports, to facilitate the interpretation of specific issues/problems and support decision making
8. Supervise, manage and administer commercial development funding calls and oversee resources and offer input into the resource planning process to ensure that finances are appropriately and efficiently managed and monitored.
9. Supervise and monitor commercial development and IP target progress, ensuring agreed strategy, policies and business plans are implemented.
10. Liaise with business advisers, patent agents and external consultants as and when required.

ESSENTIAL CRITERIA:

1. A degree, or equivalent in a relevant discipline e.g. law, business, engineering, science, medical
2. Minimum of 3 years' practical experience in a relevant area e.g. business development, IP processing, commercialisation, research & development, project /case management or related role(s).
3. Experience of developing intellectual property or the translation and commercialisation of research, particularly with business, universities, research institutions or government departments and agencies.
4. Experience of reviewing and writing technical and or legal documents
5. Understanding of commercialisation or Intellectual property and patenting processes
6. Ability to work with, and influence, management.
7. Ability to compile data and information from a variety of resources and communicating this clearly to management.
8. Ability to manage a varied workload and work to tight deadlines.
9. Good analytical and problem solving ability.

10. Good oral and written communication skills, with the ability to build effective working relationships with university staff and external stakeholders.
11. Excellent Interpersonal skills and demonstrable experience of having utilised those skills in technology transfer environments.
12. Computer literate in the use of standard Microsoft packages and the Internet.
13. Willingness to work flexibly with considerable travel and substantial time commitment outside of normal working hours.

DESIRABLE CRITERIA:

1. Qualification in management and leadership.
2. Experience of working with or within an IP environment.
3. Experience of working with or within a university, a research environment or a research commercialisation environment.
4. Experience of project or programme planning, management and delivery.