



Candidate Information

Position: Intellectual Property and Licencing Manager
School/Department: Business and Commercial Alliances
Reference: 23/111204
Closing Date: Monday 25 September 2023
Salary: £45,585 - £56,021 per annum.
Anticipated Interview Date: Tuesday 10 October 2023

JOB PURPOSE:

As a member of the Commercialisation and Intellectual Property (IP) team, you will manage the University's IP portfolio, negotiate and draft commercial licence agreements, advise academic colleagues on commercial projects, and work closely with directorate colleagues in the Innovation Programmes, Business Alliance, and QUBIS teams.

On a daily basis you will work closely with the commercial development managers to commercialise the outcomes of the University's research across all faculties within the university.

MAJOR DUTIES:

1. Contribute to the strategic priorities of the University, particularly in relation to the IP and licencing outputs resulting in increased commercialisation of its IP portfolio.
2. Manage the current IP and Licencing portfolio by liaising with the commercial development managers, support staff and academics.
3. Manage and oversee all stages of IP protection including patentability opinion, drafting and filing for IP protection.
4. Manage and maintain the IP budget ensuring value for money is achieved.
5. Manage the University's relationship with external patent attorneys.
6. Manage and maintain accurate filing records and case information on internal CRM.
7. Support academics and represent the university on innovation programmes such as Lean Launch Programme and ICURE as and when needed.
8. Be the University's main point of contact for all IP and licencing issues/requests.
9. 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.
10. Apply expertise and experience using independent judgement to negotiate, draft and execute licencing agreements.
11. Manage and monitor IP and licencing target progress, ensuring agreed strategy, policies and business plans are implemented.

ESSENTIAL CRITERIA:

1. A degree or equivalent in a relevant subject area (business, law, engineering, life science).
2. Substantial 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. Proven experience in negotiating and drafting commercial licencing agreements and legal documents.
5. Experience of controlling budgets and resources and an understanding of financial management procedures.
6. Experience of working in a dynamic and changing environment, with evidence of formulating clear IP and licencing strategies adhering to good governance practices.
7. Ability to work with, and influence, management.
8. Ability to manage a varied workload and work to tight deadlines.
9. Excellent analytical and problem solving ability.
10. Excellent 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. A relevant postgraduate or professional qualification.
2. Experience of working with or within a university, a research environment or a research commercialisation environment.
3. Experience of working in business at a senior level.
4. Experience of commercial negotiations resulting in significant value generation.