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| Last updated: | 1st September 2017 |

**JOB DESCRIPTION**

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| Post title: | **Intellectual Property Commercialisation Officer** |
| Academic Unit/Service: | Research and Innovation Services |
| Faculty: | Professional Services |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | MSA4 |
| \*ERE category: | n/a |
| Posts responsible to: | IP Commercialisation Legal Manager (MSA 5) |
| Posts responsible for: | n/a |
| Post base: | Office-based |

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| Job purpose |
| To provide advice on, drafting and negotiation support on a wide range of commercial agreements predominantly relating to licensing of intellectual property, undertaking consultancy and enterprise activities.  |

| Key accountabilities/primary responsibilities | % Time |
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|  | To be responsible for undertaking due diligence into the rights and interests of third parties over intellectual property the University is seeking to protect and commercialise. Making the enquiries into the origins of the intellectual property, identifying all parties who have contributed to the creation or development of the same, locating and reviewing relevant research or development, studentship or consultancy agreements, undertaking intellectual property searches and otherwise seeking to identifying if any third party has rights to the same. Advising Technology Transfer Managers and academics of the results and consequences of the same.  | 20 % |
|  | To manage a portfolio of contracts using template agreements or drafting bespoke agreements as required. This will predominantly focus on, consultancy activities by the enterprise units, revenue sharing agreements with HEIs, confirmatory IP assignments, commercial material transfer or data licence agreements, licence amendments and other low value commercialisation deals. To take responsibility for negotiation of other contracts to underpin work load pressures of the IP & Commercialisation Legal Manager and to ensure that risks are assessed and managed. | 40 % |
|  | Supporting line manager, the IP Manager and Technology Transfer Managers by carrying out triage of new commercialisation requests, providing detailed assessments and analysis of issues and problems, using specialist knowledge to identify and recommend appropriate solutions. Review third party licence terms and to provide advice to academic staff and other Professional Services staff in order to ensure an understanding of obligations. | 15 % |
|  | To liaise with Academic and Enterprise Unit staff, and Faculty Finance staff on commercialisation deals and enterprise contract matters and to ensure that all matters dealt with by RIS follow the correct procedures for sign off. | 10 % |
|  | Work with the Technology Transfer and Impact Management Team to develop guidance to the broader RIS, academic and research community on the process for commercialisation of intellectual property and for undertaking enterprise activities. Supporting them on the development and implementation of best practice and smooth processes to maintain a high level of service for the University. Maintaining and updating associated information and guidance on the Researcher Portal and any external web pages.  | 10 % |
|  | Keep abreast of intellectual property, commercialisation and contracts issues to ensure up to date knowledge for the proper performance of the role. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. |  |

| Internal and external relationships |
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| Other members of the department/University staff.External customersFundersRelevant suppliers and external contacts |

| Special Requirements |
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Good first degree or equivalent in law, intellectual property or business management, or significant relevant experience Good knowledge and recent experience of contract review, drafting and negotiation and of intellectual property issues relating to commercialisation of researchProven understanding of a broad range of scientific concepts in order to evaluate their commercial potentialUnderstanding of how the commercialisation of research outputs contributes to the strategy and objectives of the University.Ability to research into legal queries and develop recommendations and solutions for adoption in practice to ensure the University can carry out its commercialisation and enterprise activities in compliance with the law. Experience undertaking due diligence and rights checks in relation to intellectual propertyUunderstanding of enterprise activities undertaken by Universities | Legal qualificationExperience of working in Higher Education Institution, non-profit research or NHS Research & Development Department environment or equivalentCommercial experience in a corporate environment or able to demonstrate excellent business acumenDetailed knowledge and understanding of intellectual property including patents, trademarks, copyright and software. Exposure to a range of contractual issues.Excellent appreciation of how to manage conflicts of interest and of anti-bribery and corruption laws.  | Application & Interview |
| Planning and organising | Ability to seek opportunities to progress a broad range of activities within professional guidelines and in support of University policy.Ability to manage and coordinate a number of simultaneous projects to a timely completion. Experience of successful project management.Ability to take strategic view in a fast-moving and dynamic environment. Ability to lead projects, driving activity to completion whist managing details. |  | Application & Interview |
| Problem solving and initiative | Ability to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.Self-sufficient, capable of setting own work strategies and of working with minimal guidance, actively seeking information from internal or external sources as required. |  | Application & Interview |
| Management and teamwork | Team player able to work collaboratively with others to disseminate and share knowledge and information.Ability to proactively work with colleagues in other work areas to achieve outcomes.Ability to delegate upwards and downwards effectively, understanding the responsibilities, strengths and weaknesses of team members to build effective teamwork. |  | Application & Interview |
| Communicating and influencing | Ability to provide accurate and timely specialist guidance on complex issues.Ability to use influencing and negotiating skills to develop understanding and gain co-operation. Excellent inter-personal skills with a wide range of people of different backgrounds from within and outside the University. |  | Application & Interview |
| Other skills and behaviours | Ability to respond effectively in a pressurised environment.Ability to appreciate University priorities and to apply these in managing work outcomes. | Broad interest in science, engineering and life sciencesUnderstanding of research | Application & Interview |
| Special requirements | Flexibility to work unusual hours.Willingness to travel on business (mostly UK, some overseas). |  | Application & Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| [x]  Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| [ ]  No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation  |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV)  |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)  |  |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |