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| Last updated: | 22nd May 2025 |

**JOB DESCRIPTION**

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| Post title: | **Technology Transfer Associate** |
| Academic Unit/Service: | Research and Innovation Services (RIS) |
| Faculty: | Professional Services |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 4 |
| \*ERE category: | n/a |
| Posts responsible to: | Head of Technology Transfer and Intellectual Property |
| Posts responsible for: | n/a |
| Post base: | Office-based, with potential hybrid working. |

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| Job purpose |
| As a key member of the Technology Transfer and Intellectual Property Team, you will work with wider commercialisation and enterprise colleagues and community to identify, develop and progress high potential innovations and intellectual property developed by our researchers as a portfolio of appropriate technology projects coordinated by the post holder. Closely monitor and maintain opportunity development and progression and ensure RIS systems are efficiently used to support the management of resources allocated to and facilitate the smooth operation of all IP commercialisation activity, both for individual projects coordinated by individual; and where working in support of others. The candidate, working with Technology Transfer Managers (TTM) and IP Manager, will develop and ensure timely support to standard technology transfer disclosure, due diligence and University spin-out and licence agreement preparation and completion stages. |

| Key accountabilities/primary responsibilities | % Time |
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|  | To manage a suitable portfolio of Technology Transfer Projects, where the primary objective is to complete a significant proportion in relevant period to increase the IP income coming into the University, where standard University template agreements are likely to be suitable and/ or partner collaboration and completion procedures are non-complex. | 25 % |
|  | Portfolio “Working Up” Stages: Identify optimal commercialisation strategic options for specific projects/ IP (spinout, licence, other) and consult with inventors to identify potential licensees. Ensure initial due diligence activity completed (3 below); (working with Research Contracts Team and Impact Funding team in RIS – where required). Undertaking IP searching activity as required to be aware of key 3rd party IP . Work with inventor/academic teams to produce IP licensing marketing materials from standard University templates. To follow-up on any potential leads with companies wishing to collaborate with the University.  | 20% |
|  | Portfolio “On-boarding” Stages: Undertaking own and supporting others (in the Technology Transfer and Intellectual Property team) to carry out detailed assessments and analysis of issues with recently disclosed new IP projects (Initial Due Diligence). Project manage own projects during first disclosure and initial evaluation phases, to be delivered on time and to a high quality.  | 15% |
|  | Team Process Development: Work as part of the whole TT & IP team to streamline the IP management and commercialisation process and implement for post holder’s own portfolio. Play a leading role in ensuring well documented commercialisation projects are managed and records curated – consistently use new technology files covering TT&IP assessments (inputs from #2 above) and Faculty Patent/ IP Panel technical reviews and queries raised and resolved. Working with IP Manager to ensure all technology assessment materials are available to Patent/ IP Panel audience. Working with Head of TT & IP maintain up-to-date team IP licensing deal planner and IP portfolio registers and ensure a system that issues “bring-up” notifications to all others in TT & IP team. | 10% |
|  | Portfolio Completing Stages: Support project later stages after (commercialisation) option selection to ensure final due diligence checks and pre-requisites are completed. Agree heads of terms with potential partners/ licensees for commercialisation projects in own portfolio, taking advice as necessary from TTM and/ or Head of TT&IP. Working closely with Enterprise and IP Contracts team to get final agreement.  | 10% |
|  | Where opportunities require further R&D: For Translational research funding support: Periodically work with TTMs and Research Funding Development staff (in RIS) to support funding proposals for medical/ health translational research schemes such as Medical Research Council’s (MRC) Development Pathway Funding Scheme and the National Institute for Health and Care Research (NIHCR) i4i scheme and similar. | 10% |
|  | Working with others in TT & IP team, take a leading role in the generation of reports to funders, collaborators, RIS Management, the Knowledge Exchange and Enterprise Board (KEEB) and Associate Deans (Enterprise) on progress of TT and IP Commercialisation Projects and of the overall portfolio. Contribute to developing a set of metrics and a process for gathering information that will form the basis for reports and/or communication to sponsors and others. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| Key relationships will be with Technology Transfer Managers and IP Managers in own team and with Enterprise and IP Contracts team;Commercialisation/ Enterprise colleagues and communityOther members of the department/University staff.External partners/ potential licenseesRelevant 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 | HND, Degree, NVQ4 or equivalent professional qualification or significant relevant experience Sound knowledge of contract negotiation and/ or of intellectual property issues in a research environmentProven understanding of a broad range of scientific concepts in order to evaluate their commercial potentialGeneral understanding of how the commercialisation of research outputs contributes to the strategy and objectives of the University. | Experience of working in HEI, non-profit research or NHS R&D environment or equivalentCommercial experience in a corporate environment or able to demonstrate excellent business acumenRelevant experience of dealing with business/corporate customersKnowledge and understanding of intellectual property including patents, trademarks, copyright and software. Understanding of knowledge exchange and technology transfer processes in a HEI environment |  |
| Expected Behaviours | Able to apply and actively promote equality, diversity and inclusion principles to the responsibilities of the role Demonstrate the Southampton Behaviours and work with colleagues to embed them as a way of working with the team.   |  |  |
| 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. Ability to lead projects, driving activity to completion whist managing details. | Demonstrable experience of inputting constructively to process improvement and service effectiveness initiatives.Proven experience of successful project management.Ability to take strategic view in a fast-moving and dynamic environment.  |  |
| Problem solving and initiative | Self-sufficient, capable of setting own work strategies and of working with minimal guidance, actively seeking information from internal or external sources as required. |  |  |
| 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 effectively, understanding the responsibilities, strengths and weaknesses of team members to build effective teamwork. |  |
| 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. |  |  |
| 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.Able to adapt to change | Broad interest in science, engineering and life sciencesUnderstanding of research |  |
| Special requirements | Flexibility to occasionally work unusual hours in evenings.Willingness to travel on business (mostly UK, potentially overseas). Very little international travel would be expected max. once / year and UK travel requiring whole day out of office expected to be < 6/ year. |  |  |

**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  |  |  |  |