

## IP Impact and Commercialisation Officer

Job Ref: REQ16680

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### Enterprise at Loughborough

Research, Teaching and Enterprise are the core academic activities of Loughborough University. The three Pro Vice-Chancellors have responsibility for the 3 areas and for their effective integration.

'Enterprise' is academic engagement with business, public and voluntary organisations to create social, cultural and economic impact through knowledge exchange.

In this intentionally short definition, 'business, public and voluntary organisations' must be interpreted broadly and includes private, public and charitable sector organisations, public service providers at the point of delivery (e.g. individual schools and hospitals), local, regional and national government, NGOs and community bodies. In many cases, these organisations will be independent of the University but importance is also attached to University support for the formation of spin-out businesses and social enterprises by our staff, students or recent graduates. Social, cultural and economic impacts arising from academic (especially research) activity enhance the reputation of the University. These impacts are generally associated with innovation, defined broadly, which has a key role to play in promoting growth regionally, e.g. through our Science and Enterprise Park, and beyond.

Knowledge exchange mechanisms include placements, graduate recruitment, programme sponsorship, postgraduate and short course training, licensing, consultancy and research collaboration including secondments (2-way), putting partnerships with business, public and voluntary organisations at the heart of the enterprise agenda.

### Job Description

**Job Grade: Management and Specialist Grade 6**

#### Job Purpose

A range of products and services can become tangible outputs of research at the university. These may be protected with intellectual property (IP) and can be disseminated to the communities they are intended for in a range of different ways for commercial gain or for Impact purposes. The outputs include widgets, software, documents, websites etc. that may or may not make a return on their investment. We are looking for a technology transfer professional with experience in managing IP commercial and non-commercial projects.

This role involves steering academic colleagues through advice and action that leads to the successful development of products and services. The role also manages projects to find funding and project partners, negotiate contracts, lead commercialisation, business or market strategy, provide IP advice and support IP protection and recording and project management. You will need to be able to differentiate between those with a potential commercial return to the university, and also be able to understand how to calculate derived benefit from taking research through development in order that it can reach its intended potential. You will be a member of the IP Impact and Commercialisation Team (IPICT) in the Enterprise Office.

#### Job Duties

- Be part of a team that develops IP projects towards a commercial route to market, and having your own portfolio to directly manage, support and guide.

- To manage and develop IP projects towards benefiting to the University, wider community and the UK economy.
- To proactively seek out exploitable IP projects by liaising with relevant staff and participating in awareness raising activities.
- To develop systems and processes alongside colleagues, by which projects can be managed efficiently and effectively.
- Be transparent and helpful to academic staff colleagues with IP projects in order to support the promising projects and refocus those which fall outside of this scope.
- To increase the number and/or quality of successful knowledge transfer agreements via either licensing, product creation and dissemination or spin-out company formation in partnership with the IPICT.
- To participate where required in a university wide communications programme to increase awareness of, interest in and demand for IP commercialisation, including staff development.
- To help spread current good practice into areas of the university where technology transfer is not well developed.
- To implement within the role the University's Intellectual Property Strategy and any other strategy that becomes relevant for the Enterprise office and IPICT team.
- To produce appropriate reports and data analyses, covering external funding applications and associated intellectual property rights etc. to inform management on a regular basis.
- To build strong commercial and IP cases and strategies in line with developing the full potential of a project.
- To represent the IPICT on appropriate groups, committees or bodies that may be constituted from time to time.
- To facilitate visits to the campus by investors, companies, and government agencies.
- To ensure that the Enterprise Office procedures and systems adhere to university standards, are appropriate for facilitating the University's enterprise aspirations and are readily available to the academic community.
- To build and maintain effective relationships with academic staff and IP project partners.

### **Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

### **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

### **Organisational Responsibility**

Reports to the Head of IP Commercialisation.

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

| Area                 | Criteria                                                                                                                                | Stage   |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------|
| Experience           | Some experience working in a similar post.                                                                                              | 1, 3    |
|                      | Be experienced working with researchers to find commercial routes to market for technology/IP.                                          | 1, 3    |
|                      | Knowledge and direct experience of the patent system, working with patent agents and recording information for management purposes      | 1, 3    |
|                      | Direct experience in communicating information with legal consequences and drafting contracts with IP.                                  | 1, 3    |
| Skills and abilities | Highly numerate                                                                                                                         | 1,      |
|                      | Possess excellent interpersonal skills and be able to communicate with academics or industry colleagues.                                | 1, 3    |
|                      | Excellent verbal and written communication and presentation skills                                                                      | 1, 2, 3 |
|                      | Ability to present lucid arguments and to convince others.                                                                              | 1, 2, 3 |
|                      | Excellent time management and be able to prioritise deadlines.                                                                          | 1, 3    |
|                      | Success in writing bids to internal or external funding bodies, companies, organisations and agencies.                                  | 1, 3    |
|                      | Strong attention to detail and be able to complete projects.                                                                            | 1       |
|                      | Ability to read and interpret some legal contracts.                                                                                     | 1       |
|                      | Have excellent, demonstrable IT and keyboard skills                                                                                     | 1       |
|                      | Be able to converse with staff and external parties at all various levels of seniority.                                                 | 1, 3    |
|                      | Ability to work within a team, including supporting other projects for the wider good of the aims of the team                           | 1, 3    |
|                      | Be able to focus on a task in order to achieve the objectives set                                                                       | 1       |
| Qualifications       | A PhD or other qualification with a significant understanding of science or engineering research.                                       | 1       |
| Other                | Commitment to observing the University's Equal Opportunities Policy at all times                                                        | 1       |
|                      | Willingness to occasionally travel off campus and to work outside of normal office hours depending on the requirements of the role      | 1       |
|                      | Willingness to use the IT infrastructure within the Enterprise Office in order to carry out the role to the satisfaction of management. | 1       |
|                      | Willingness to learn new IT programmes.                                                                                                 | 1       |
|                      | Prepared to work under confidentiality and maintain confidentiality.                                                                    | 1       |

## Desirable Criteria

| Area           | Criteria                                                                                                                             | Stage |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------|-------|
| Experience     | Have industrial experience in the commercial exploitation of IP or product development.                                              | 1, 3  |
|                | Have successfully led the commercialisation/ implementation of technology or IP.                                                     | 1, 3  |
|                | Knowledge and experience of the UK knowledge transfer professional community                                                         | 1, 3  |
|                | Have had experience successfully negotiating licence deals.                                                                          | 1, 3  |
|                | Industrial/commercial/ NGO experience                                                                                                | 1     |
| Qualifications | Have received training on legal contracts.                                                                                           | 1     |
|                | Have received considerable training on many aspects of knowledge/technology transfer or have accredited qualifications in this area. | 1     |

## Conditions of Service

The position is full time and open-ended. Salary will be on Management and Specialist Grade 6, £29,301-£38,183 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Informal Enquiries

Informal enquiries should be made to Dr Jo Whitaker, Head of IP Commercialisation by email at [J.L.Whitaker@lboro.ac.uk](mailto:J.L.Whitaker@lboro.ac.uk) or by telephone on 01509 223858.

## Applications

The closing date for receipt of applications is **3 November 2016**. Interviews will be held on **14 November 2016**.