

Head of Intellectual Property Exploitation

Job Ref: REQ17963

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

Enterprise is a core part of the University's strategy <http://www.lboro.ac.uk/strategy/>. The University's Enterprise strategic direction is led by a dedicated Pro Vice Chancellor. <http://www.lboro.ac.uk/services/vco/whos-who/pvc-enterprise/>. The Enterprise Office is the Professional Service that supports the academic schools in their Enterprising ambitions. Responsibilities of the Enterprise Office include IP protection and exploitation, business development, partnership management, consultancy, KTP, student and graduate enterprise, contracts and financial support and development of the Science and Enterprise Park (<http://www.lusep.co.uk/>).

Job Description

Job Grade: Management and Specialist Grade 8

Job Purpose

The Head of IP Exploitation is a senior role within the University's Enterprise Office, forming part of the Office Senior Management team. The post holder will lead the University's IP Exploitation team, which seeks to create impact from the University's Intellectual Property through licensing and spinning out companies.

We're looking for an individual who can operate comfortably in both academic and commercial environments. We have a wealth of intellectual assets in the University, and the post holder will be able to mobilise academics, funders, and other external organisations to make the most of these assets.

The post holder will have responsibility for maintaining the University's Intellectual Property and spin-out company portfolios, constantly seeking new opportunities to exploit the University's IP to create positive outcomes for the University. The post holder will provide professional leadership and line management to a team of around 4 staff. The role will require the development and formulation of institutional policies and processes for the management of Intellectual Property assets, for review and approval by appropriate University Committees. Working closely with the internal legal team, the post holder will ensure robust contractual arrangements are implemented to protect the University's interests. The post holder will also produce regular reports on the progress of IP exploitation activities for a range of internal and external stakeholders. Where external suppliers such as patent agents are used, the post holder will ensure that good procurement practice is maintained, and that the performance of external suppliers is monitored and evaluated. The post holder will be a well networked individual, with the ability to secure funding and investment opportunities across a wide range of academic disciplines.

Job Duties

- Lead a team that, working in partnership with academic inventors, produces both impact and income from University-generated Intellectual Property
- Manage and develop a small team that provides an expert service to academic inventors

- To generate licensing opportunities and revenues from University Intellectual Property
- To promote appropriate spinning out of companies based on University Intellectual Property
- To support academic skills development in understanding the importance of Intellectual Property protection and its importance as part of a pathway to impact
- To develop institutional policies relating to IP Exploitation issues

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

The role will require frequent travel to external companies, and other organisations.

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: Director of the Enterprise Office.

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 | Significant experience of working with researchers to deliver successful strategies for commercialisation | 1,2,3 | |
| | Proven ability to secure license opportunities for research outcomes | 1,2,3 | |
| | Proven ability to develop spin-out opportunities to the point of receiving external investment | 1,2,3 | |
| | Experience of mentoring early stage companies | 1,2,3 | |
| | | | |
| Skills and abilities | Excellent knowledge of methods of Intellectual Property protection | 1,2,3 | |
| | Excellent written and verbal communication skills | 1,2,3 | |
| | Excellent IT skills, including the ability to learn new packages when required | 1,2,3 | |
| | Ability to guide and develop less experienced staff | 1,2,3 | |
| | Ability to negotiate with and influence internal and external stakeholders at all levels | 1,2,3 | |
| | A proven ability to devise and implement new process and procedures to enhance team working and productivity | 1,2,3 | |
| | Ability to formulate and implement institutional level policies for handling Intellectual Property | 1,2,3 | |
| | An analytical and creative approach to problem solving and negotiation. | 1,2,3 | |
| | Ability to synthesize complex information from a wide range of sources. | 1,2,3 | |
| | Strong understanding of corporate governance | 1,2,3 | |
| | Training | Evidence of regular appropriate professional development | 1,2,3 |
| | Qualifications | Good first degree in relevant subject | 1 |
| Other | High level of attention to detail is essential | 1,2,3 | |
| | The post holder may be required to travel to visit external organisations on a frequent basis. | 1,3 | |

Desirable Criteria

| Area | Criteria | Stage |
|----------------|--|-------|
| Experience | Experience of managing a small team, including development of junior staff | 1,2,3 |
| Qualifications | Formal training in roles and responsibilities of a Company Director | 1,2,3 |
| | Higher degree including research element | 1,2,3 |

Conditions of Service

The position is full time and open ended. Salary will be on Management and Specialist Grade 8, £50,618 to £56,950 per annum, subject to annual pay award and at a starting salary to be confirmed on offer of appointment. In exceptional circumstances the University can offer a market supplement of up to 10% of the maximum salary quoted per annum.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative 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 Kathryn Walsh, Director, Enterprise Office by email at k.walsh@lboro.ac.uk or by telephone on 01509 228693

Applications

The closing date for receipt of applications is **26 October 2017**.