

IP Commercialisation and Incubation Officer

Job Ref: REQ250057

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Department Summary

The Research and Innovation Office plays a leading role in shaping and delivering the University's research and innovation activities and provides a high quality, added value and seamless service to researchers across the research development pipeline.

The Office incorporates a number of different teams that provide support for: nurturing partnerships and collaborations; identifying and applying for funding; managing research projects and assuring compliance with policy; improving the visibility of research outputs; fostering the impact, intellectual property and commercialisation of research; and the nurturing of research leadership skills through training and skills development programmes.

The Office also works closely with other Professional Services across the University, notably Legal Services, Registry, Student Services, Finance and Human Resources.

As an institution dedicated to innovation and entrepreneurship, the University has combined its commercialisation and business incubation activities to bring together support for ambitious academic and graduate founders, alongside startups from beyond the University, creating a dynamic and rich entrepreneurial community. The successful candidate will support a team of Commercialisation Managers and Incubation experts, immersed in our entrepreneurial ecosystem.

Job Description

**Grade 5 Administrative Services
Part-Time (0.5FTE)**

Organisational Responsibility:

Reporting to the Incubator Manager

Job Purpose

To provide specialist support services to the Intellectual Property Commercialisation & Incubation Team. Managing, maintaining, and administering specialist electronic IP project management systems and databases. Liaising with external specialist agents to carry out patent prosecution and commercial consultants to support commercialisation. Monitoring income from licensees and spin-out companies. Supporting smooth delivery of incubation services and programmes. Assisting with capturing data related to new companies and innovations.

Job Duties

To maintain and administer databases used for portfolio management and patent renewals (Minuet and IPRIS) by adding and finding associated information, generating reports and being main point of contact for general running of the database.

- Administer databases to ensure information is inputted accurately and can be found and reported with relative ease.
- Oversee and advise others on use of databases.
- Develop and maintain electronic records of contracts and agreements.
- Manage relationship with software providers to ensure service continuity.

To manage overall collation of data and provision of reports on Commercialisation and IP matters for internal and external bodies.

- Main point of contact to provide reports and retrieve data on Commercialisation matters.
- Provide support to Commercialisation Managers/Associates in ensuring patent agents receive accurate and timely instructions.
- Monitor up and coming deadlines for patents and licensing working with Commercialisation Managers/Associates.
- Generate Activity Reports from databases providing Commercialisation Managers/Associates overview of patent related deadlines, within timescales to develop strategies and action plans.
- Keep databases up to date with contact details and records of discussions with inventors, key LU stakeholders and external parties.

To provide active support to enable the IP Commercialisation and Incubation Team to manage their Project portfolio:

- Work with Commercialisation Managers/Associates to ensure that Opportunities / Patents Agreements status, future plans and deadlines are recorded.
- Administer the Intellectual Property (IP) information received from academic staff members (new project submissions) and external patent agents, lawyers, and other professionals (existing projects) in relation to projects.
- Lead on the financial procedures of the IP Commercialisation & Incubation Team in working with colleagues in LU Finance and in accordance with accounting procedures.
- Arrange payment for bought services from external suppliers.
- Monitor and chase expected payments from licensees and spinouts ensuring expected income is invoiced, received, and distributed.
- Ensure arrangements for payment of inventors are recorded and implemented by LU Finance and HR Teams.
- Liaise with LU Finance to ensure prompt payment of patent renewals and managing submissions using the relevant platforms e.g. IPRIS.

To proactively provide operational support to ensure smooth running of IP Commercialisation & Incubation Team operational processes and Incubation services

- Provide effective administration of the IP Commercialisation & Incubation Team, including coordinating scheduling team meetings, recording, monitoring progress on actions, and, working with colleagues, maintaining efficient, accurate and up to date electronic file system.
- Provide active support to colleagues coordinating programmes of events across campus and Incubator facilities on LUSEP, in Loughborough Town Centre.

To undertake such other duties as may be reasonably requested to support the Research and Innovation Office.

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:

Some flexibility in working hours may be required from time to time to meet external deadlines.

The post-holder would be primarily based across Loughborough University Campus and the Loughborough University Science & Enterprise Park (LUSEP) with occasional travel to Loughborough Town Centre secondary business incubator facility.

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.

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	Experience in a relevant administrative role with responsibilities that rely on accuracy and dealing with complex data.	1, 2, 3
	Experience of administering complex databases including users and access / usage rights.	1, 3
	Experience of engaging with multiple stakeholders, managing relationships, and accurately and clearly communicating relevant information and making requests for action or data.	1, 3
	Experience of providing high quality customer service, including using initiative to resolve operational issues or improve service delivery.	1, 2, 3
Skills and abilities	Excellent word-processing and IT skills and advanced skills using Excel, Access, Word, and Outlook and administering a database, creating new fields, designing a database, and producing reports.	1, 2, 3
	Ability to prepare numerical and/or data rich reports that are clear, comprehensible, and neat.	1, 2, 3

	Ability to act with discretion and to maintain confidentiality.	1, 3
	Excellent written and verbal communication skills	1, 2, 3
	Excellent interpersonal skills, with the ability to establish and maintain good working relationships with senior management both internally and externally.	1, 3
	Strong organisational skills and attention to detail. Ability to multitask, prioritise and take responsibility for meeting deadlines.	1, 3
	High level of initiative and ability to be proactive, work without supervision to achieve required results and generally be helpful to the overall objectives of the team.	1, 3
	Good numeric skills.	1, 2, 3
	To be able to set up new processes and procedures that others can follow effectively.	1, 3
Qualifications/ Training	Education to A level, HNC or equivalent.	1,3
	A willingness to learn the specific issues relating to the Commercialisation Team, Intellectual Property, contracting or project management	3
	A willingness to undertake further professional development as appropriate and to adopt new procedures as and when required.	3
Other	Willingness to work flexibly including some evening and weekend work as required.	1, 3
	Able to travel in the UK and occasionally worldwide.	1, 3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a business support role or customer focused environment	
	Experience of working in a Higher Education environment.	1, 3
	Experience working with legal professionals / administering and recording legal documentation.	1, 3
	Experience working as an intellectual property administrator, working with patent agents in patent prosecution and formalities.	1, 3
Skills and Abilities	Understanding of legal contracts and Intellectual Property issues and ability to advise or signpost as required.	1, 3
	Understanding of IP prosecution processes and/or legal contracting in the UK and abroad.	
Qualifications/ Training	Education to degree level.	1, 3
	Interest in learning about the processes and stages of starting a new business.	1, 3

Conditions of Service

The position will normally be made on a PART-TIME (0.5FTE) basis and is OPEN-ENDED. For the right candidate consideration will be given to other proposed working patterns, subject to the right balance being achieved across the team. Suitable training programme will be offered to the successful candidate with a view to supporting continued professional development.

The post-holder would be primarily based across Loughborough University Campus and the Loughborough University Science & Enterprise Park (LUSEP) with occasional travel to Loughborough Town Centre secondary business incubator facility.

Salary will be on Administrative Services Job Family, £28,879 to £ 33,882 per annum, at a starting salary to be confirmed on offer of appointment.

The appointments will be subject to the University's normal Terms and Conditions of Employment for staff on grades 1-5, details of which can be found [here](#).

<https://www.lboro.ac.uk/services/hr/conditions-of-service/grades1-5/>

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](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/>.