



NOTES

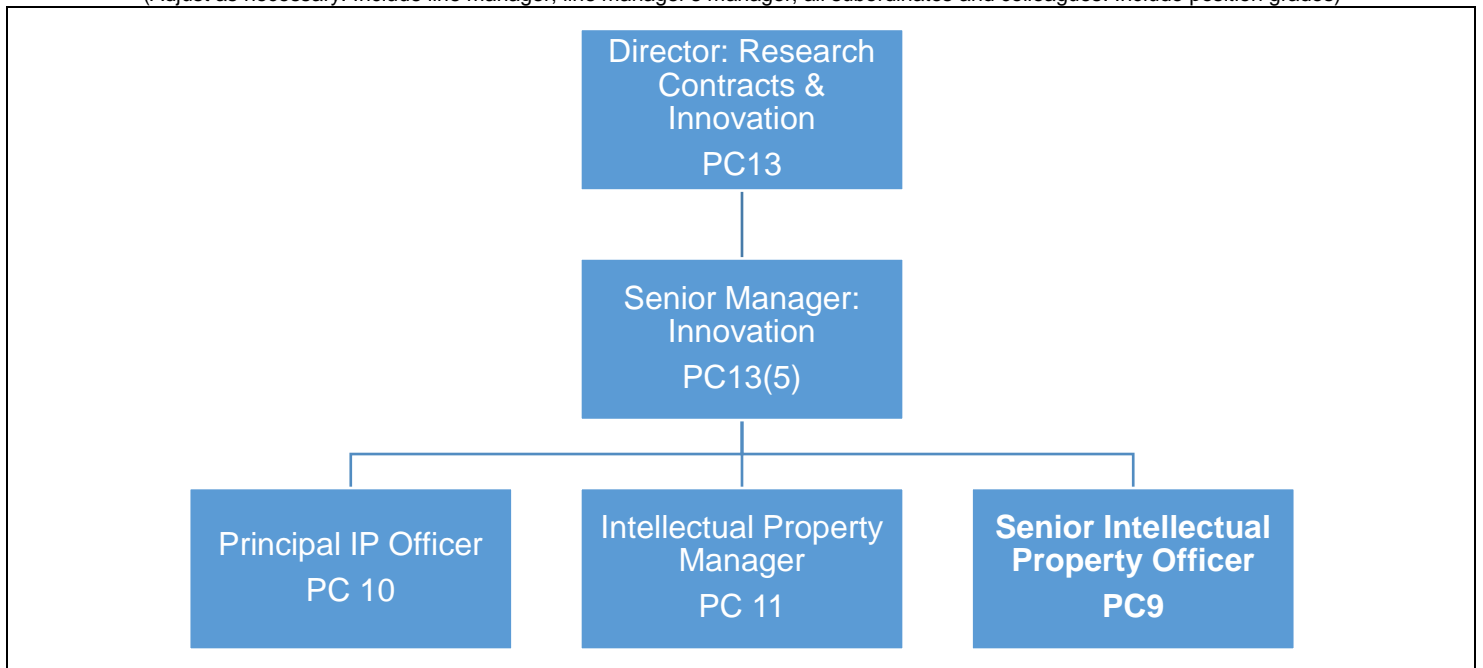
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Senior Intellectual Property Officer		
Job title (HR Practitioner to provide)			
Position grade (if known)	9	Date last graded (if known)	
Academic faculty / PASS department	Research Contracts & Innovation		
Academic department / PASS unit	Innovation Services		
Division / section			
Date of compilation	April 2013 (updated March 2018)		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

This incumbent reports to the Senior Manager: Innovation (PC 13(5)) and works independently with University inventors, external sponsors, patent attorneys and potential licensees. The position is responsible for managing the intellectual property cases assigned to them and undertaking activities focused on the commercialization of UCT technologies.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	IP Identification & Screening	20%	<ul style="list-style-type: none"> Participate in the evaluation and analysis of new invention disclosures received through review of formal forms, discussion with inventors, or review of MSc and PhD abstracts (initial review; meeting with inventors; collect & evaluate information). Complete Invention Disclosure Assessment forms. Liase with consultants, patent attorneys and RC&I Contracts Managers and others in the IP team to confirm assessment of patentability. 	Group targets relating to invention disclosure and screening met. Sound decisions regarding appropriate IP protection. Timeous IP protection.
2	Case Management	30%	<ul style="list-style-type: none"> Capture relevant information and documents on the Intellectual Property Database Inteum Implementation of the Stage Gate Process <ul style="list-style-type: none"> Co-ordinate the timely review of cases Prepare a Gate Review Report to summarise information for reviewers Participate in the review of cases Recommend projects for seed funding to further technology development, market research and other commercially-oriented activities. Provide input for budgeting exercises relating to the patent portfolio Process invoices received once approved by Senior Manager: Innovation (or other designate), ensuring that they are associated with the appropriate patent application on <i>Inteum</i>. Knowledge of the UCT IP Policy and relevant IP legislation, e.g. IP Rights from Publicly Financed Research & Development Act. Answer general queries relating to IP received from UCT staff and students. Understand the basics of Agreements associated with the Technology Transfer environment (e.g. license agreements, non-disclosure agreements, inter-institutional agreements, etc.) and know when they are necessary. 	<p>Gate review documentation, thorough and distributed timeously.</p> <p>Cases well managed in terms of patent prosecution (deadlines met).</p> <p>Sound knowledge of IP Policy and IPR Act.</p>
3	IP Commercialisation	30%	<ul style="list-style-type: none"> Identify suitable leads/prospects for commercialisation of UCT IP within the portfolio Assist with the development of suitable material to support marketing activities Assist with the administration of seed funding managed by RC&I (report writing, data collation, meetings with Principal Investigators) 	
4	Reporting, Promotion and Communication	20%	<ul style="list-style-type: none"> Contribute material to RC&I reports, news articles, web information. Assist with NIPMO reporting, primarily IP7 reports Provide inventors and faculties with portfolio status reports where necessary. Participate in IP Awareness raising activities 	<p>Appropriate, comprehensive and accurate reports produced.</p> <p>Effective communication of RC&I activities</p>

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> Four-year university degree in science or engineering, ideally an MSc. 			
Minimum experience (type and years)	<ul style="list-style-type: none"> Demonstrated interest in intellectual property issues. Some experience working as an engineer or scientist, ideally in a new product development environment 			
Skills	<ul style="list-style-type: none"> Excellent communication skills (oral and written) and interpersonal skills Ability to work independently and as part of a team Organisational and self-management skills 			
Knowledge	<ul style="list-style-type: none"> General knowledge of business practices and laws relating to the protection and commercialisation of intellectual property 			
Professional registration or license requirements	None			
Other requirements	None			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Formal presentation	2	Written communication	2
	Information Management	2	Building Relationships	2
	Professional knowledge and skill	2	Adaptability	2
	Initiating Action / initiative	2	Continuous Learning	2
	Teamwork	1	Communication	2

SCOPE OF RESPONSIBILITY

Functions responsible for	<p>Processing of invoices following manager's approval.</p> <p>Maintenance of records relating to IP protection and facilitating timeous and thorough review of cases under the incumbent's control.</p> <p>Interaction with patent attorney(s) with a manager cc'd.</p> <p>Assessment of patentability and commercial potential or societal benefit.</p>
Amount and kind of supervision received	Periodic meetings (~weekly frequency) to discuss key issues and tasks and to review plans. Review of reports prior to circulation. Review of selection of attorney and readiness to proceed with a provisional patent application. Approval of invoices.
Amount and kind of supervision exercised	None
Decisions which can be made	
Decisions which must be referred	Abandoning of a patent(s), proceeding to the next stage of patenting, associated legal agreements (Inter-Institutional / IP transactions), commercialisation and licensing.

CONTACTS AND RELATIONSHIPS

Internal to UCT	<p>Students, postgraduate students, research staff of all levels – associated with IP protection and screening of research outputs, awareness raising, advice, etc.</p> <p>Interaction with other in RC&I team relating to IP commercialisation, legal requirements or financial administration.</p>
External to UCT	Patent attorneys (instructing IP protection), stakeholders (DST, funders such as TIA, the National IP Management Office (reporting)), spin-off companies, potential licensees.