**Role profile**

<table>
<thead>
<tr>
<th>Job title</th>
<th>Senior IP Management Executive</th>
<th>Job family and level</th>
<th>Administrative, Professional and Managerial Level 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Department</td>
<td>Technology Transfer Office (TTO)</td>
<td>Location</td>
<td>Jubilee Campus</td>
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</table>

**Purpose of role**

The provision of advice and support for effective IP management at the University working as part of the IP Management arm of the Technology Transfer Team. This includes working with other members of the IP team, academic members of staff and liaising with private individuals, service providers and licensees.

**Main responsibilities**

(Primary accountabilities and responsibilities expected to fulfil the role)

<table>
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<tr>
<th>% time per year</th>
<th>Main responsibilities</th>
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| 20%             | 1. Providing IP management support to IP Licensing Executives and the spin-out company team  
  - Advising on IP management-related proposed terms around a given deal  
  - Participating in negotiation meetings and conference calls with potential licenses |
| 50%             | 2. Tailoring of standard legal agreements in support of deals brokered by the IP Commercialisation team, including  
  - IP-related MTAs  
  - IP-related CDAs  
  - Heads of Terms  
  - Option agreements  
  - Licensing agreements  
  - Variations to and extension of License and Option agreements  
  - Full suite of spin-out company documentation including Shareholders, Pipeline, License and Directors agreements |
| 10%             | 3. Effective management of IP agreements:  
  - Use of IP management database to store drafts and executed agreements and related file notes |
| 10%             | 4. Provision of ad hoc advice to members of the academic community on technology transfer-related IP matters e.g.  
  - IP ownership/assignment issues with third parties  
  - Confidentiality and disclosure |  |
| 5%              | 5. Provision of contract support to the University’s consultancy service, Nottingham University Consultants |
| 6 | Supporting other team members in the IP management team by |
|   | ▪ Review of non-standard contracts |
|   | ▪ Advising on any proposed changes to contracts |
|   | ▪ Providing cover from time to time for patent portfolio management including liaising with patent agents and assisting inventors in responding to examiners comments. |
|   | ▪ Contributing to resolving internal IP ownership issues |
|   | ▪ Contributing to resolving issues around compliance with terms of agreements |
|   | ▪ Contributing to resolving issues around distribution of funds | 5% |
## Person specification

<table>
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<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
</table>
| - Ability to work to tight deadlines  
- Excellent time management and prioritization  
- IT skills  
- Able to work independently.  
- Excellent interpersonal, presentation and communication skills  
- Proven team working capabilities.  
- Working knowledge of industry interaction and associated IP issues. | |

| Knowledge and experience | - Considerable familiarity with IP management issues and legal contracts gained through working experience in academia, industry or private practice.  
- Experience of drafting of IP agreements and tailoring standard legal agreements. | |

| Qualifications, certification and training (relevant to role) | - Legal qualifications to graduate level. | |

The University strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

**Valuing people**
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

**Taking ownership**
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

**Forward thinking**
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

**Professional pride**
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

**Always inclusive**
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

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Line manager
  Director of IP

Role holder
  Senior IP management Executive

Key stakeholder relationships
  Licensees
  TTO
  Academic members of staff
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