



<b>Job title</b>	Senior IP Commercialisation Executive for Engineering and Physical Sciences	<b>Job family and level</b>	Administrative, Professional and Managerial Level 5
<b>School/ Department</b>	IP Commercialisation Office	<b>Location</b>	Jubilee Campus

## Purpose of role

Managing a portfolio of over 70 patent families and 28 spin-out companies, the IP Commercialisation Office consists of four teams of IP Management, IP Commercialisation, the Nottingham Impact Accelerator and Nottingham Technology Ventures Ltd, all of which work in close cooperation to ensure that a commercial return is secured through successful exploitation of University IPR. This role within the Engineering and Physical Sciences IP Commercialisation team is focussed on supporting the identification, protection and commercial exploitation of intellectual property arising from the academic research base, mainly in the form of patents and know-how.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<b>Provision of IP-related Advice:</b> Provision of advice to members of the academic community on IP-related matters and promoting the importance of IP and technology transfer to the Schools and Faculties within the portfolio.	10%
2	<b>IP Due Diligence:</b> Identify and assess the commercial potential of new IP disclosures through undertaking legal and commercial due diligence, including reviewing prior art and reviewing the market potential.	20%
3	<b>Patent Prosecution:</b> Advising members of the IP Management team on the filing and on-going prosecution of patents within the portfolio	10%
4	<b>Formulation of Commercialisation Plans:</b> Formulation of robust, time lined patent prosecution and IP commercialisation plans around new technologies and working in close co-operation with inventors to implement and progress.	20%
5	<b>Securing Translational funding:</b> Assisting inventors to identify and helping to secure translational funding, including providing support for the Nottingham Impact Accelerator.	15%

6	<b>Progression of Commercialisation plans/securing license deals:</b> In collaboration with senior members of the team where appropriate, progress from identifying potential licensees through to successfully negotiating new license deals, ensuring that technologies are licensed as widely as possible in all potential fields of application.	15%
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7	<b>Post-licensing management:</b> Managing the relationship with licensees and ensuring progress on development of technologies to full commercialisation.	5%
8	<b>Contributing to broader team and departmental objectives:</b> As and when required.	5%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>Operational management, strategic and business planning skills.</li> <li>High degree of initiative, responsibility, and self-motivation.</li> <li>Well-organised, thinker and worker possessing analytical and problem-solving skills.</li> <li>Ability to define priorities and to work flexibly and effectively under pressure to meet demanding and sometimes conflicting deadlines.</li> <li>Excellent inter-personal and communication skills.</li> <li>Excellent presentation skills and a proven ability to communicate complex concepts to a range of audiences.</li> <li>Ability to handle sensitive and confidential issues and manage conflict effectively.</li> <li>Financial awareness and a degree of financial management expertise.</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>A good understanding of the academic research environment.</li> <li>A good understanding of knowledge exchange and commercialisation and how these relate to innovation and impact.</li> <li>Demonstrable experience of engaging in technology transfer, or business development in higher education or industry.</li> <li>Track record of successful licensing deals.</li> </ul>	
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>Educated to degree level in a science or engineering discipline.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant Post-graduate qualification</li> </ul>



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

