Position Description

Title: Intellectual Property Portfolio Officer

HEW Level: 6

Faculty/Office: Deputy Vice-Chancellor, Research

Position Number: 0000075801

Department/Team: Office of Commercialisation & Innovation

Date: May 2020

Position Purpose: To provide administration and operational support to the Office of Commercialisation and Innovation with the aim of supporting its core activities and achieving the office’s strategic objectives.

ORGANISATIONAL CONTEXT

The Deputy Vice-Chancellor (Research) [DVCR] is responsible for the development and strategic enhancement of Macquarie University's research, research training, and innovation profile as well as the creation, support and advancement of local, national and international research collaborations and partnerships.

The portfolio of the DVCR drives the research and research related strategy of the University. The portfolio spans a diverse, though intersecting, range of activities across the institution and is responsible for all aspects of the University’s research operations, including the management and delivery of higher degree research degrees, internal and external grant schemes, research collaboration agreements, commercialisation and intellectual property agreements, and all other research and innovation related matters. The DVCR portfolio actively collaborates across all areas of the institution, including teaching and learning, marketing, corporate engagement and international portfolios.

The Office of Commercialisation and Innovation plays a major role in the identification and protection of the University's intellectual property assets and is responsible for developing and implementing the University’s commercialisation strategies and initiatives.

ORGANISATION CHART

Director, Commercialisation and Innovation
(Reports to PVC Research Innovation)

Personal Assistant and Office Coordinator

Intellectual Property Portfolio Manager

Commercialisation and Innovation Manager (Life Sciences)

Intellectual Property Portfolio Officer
### KEY ACCOUNTABILITIES
- Contribute to the development of the annual budget and coordinate all financial administration (payable and receivable) and associated reporting for the office.
- Review and track status, arrange execution and maintain records of commercialisation related agreements liaising with OGC, other internal and external parties where required.
- Assist with post agreement management and compliance of Technology Transfer Licences including monitoring, distributing and reconciling royalty payments to inventors and the University.
- Draft and prepare documentation, reports and business plans to support the office and more broadly the university’s commercial ventures and interests.
- Conduct due diligence and contribute to the research, monitoring, analysis and reporting on relevant data including specific technologies, industries, competitors and/or companies to inform strategic decision making.
- Provide general administration and coordination support for the office of Commercialisation and Innovation’s operations, including drafting website material, sending marketing emails to potential partners and distributing Lab Books.
- Build and maintain effective relationships with key internal and external stakeholders.
- Receive, respond and/or escalate commercialisation and intellectual property enquiries.
- Support the Intellectual Property Portfolio Manager across the full IP (patent and trade mark) life cycle.
- Undertake project work and coordinate commercialisation projects and initiatives as required.
- Contribute to the development, maintenance and improvement of administration systems and myIP database, confidential records, processes, procedures.

### POSITION CONTEXT

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Intellectual Property Portfolio Manager</th>
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<tbody>
<tr>
<td>Positions Reporting to:</td>
<td>Direct: nil</td>
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<tr>
<td>Key Direct Clients:</td>
<td>OCI team</td>
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<tr>
<td>Other Key Relationships:</td>
<td>Research Services</td>
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<tr>
<td>Budget Accountability:</td>
<td>Financial delegation of $10,000</td>
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<td>Role-specific Conditions:</td>
<td>Criminal history checks</td>
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<tr>
<td>Scope and autonomy</td>
<td>Within defined parameters, adapts and develops processes, procedures, systems and/or techniques that impact how work is performed.</td>
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<td>Problem solving</td>
<td>Regularly identifies, designs, develops and implements improvements to work procedures, practices, systems and/or techniques.</td>
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and protocols for the Office of Commercialisation and Innovation.

- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and as appropriate for the incumbent’s level of competence.

### CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tbody>
<tr>
<td><strong>Implementing Systems:</strong> Adopting a systematic and organised approach and developing and utilising guidelines and procedures.</td>
<td><strong>Perseverance:</strong> Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Planning and Execution:</strong> Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Flexibility:</strong> Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Quality Focus:</strong> Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Reliability:</strong> Meeting commitments and responsibilities.</td>
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<td><strong>Communication:</strong> Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
<td><strong>Interpersonal Impact:</strong> Making a positive impression on others in a range of interpersonal contexts.</td>
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<tr>
<td><strong>Service Focus:</strong> Making staff, students and other key contacts and their needs a priority.</td>
<td><strong>Resilience:</strong> Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td><strong>Improvement Focus:</strong> Identifying challenges and finding better ways of completing tasks or solving problems.</td>
<td><strong>Accountability:</strong> Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td><strong>Relationship Management:</strong> Establishing effective working relationships with others.</td>
<td><strong>Integrity:</strong> Maintaining confidentiality, discretion and professionalism.</td>
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<td><strong>Teamwork:</strong> Working in collaboration with others to achieve shared goals.</td>
<td><strong>Ingenuity:</strong> Identifying problems and providing innovative solutions using initiative and problem-solving skills.</td>
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### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Tertiary qualifications in business administration, research management or a relevant discipline and/or equivalent experience.
- Sound working knowledge of accounting and finance principles and practices. Sound working knowledge of project management principles and practices.

Understanding of administrative systems, services and support, specifically in agreement administration (preferably within a research or the higher education environment).

### ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of the DVC Research portfolio’s functions and structure.
- Knowledge of the DVC Research portfolio’s policies, systems, processes and procedures.
- Knowledge of how the University works and how relevant functions across the University interrelate.
- Understanding of how University policies, systems, processes and procedures are applied at an office level.
- Understanding of technology transfer operations including management of intellectual property.

### KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.

- Extensive organisational and administration skills with experience in a high-volume environment.
- Stakeholder management at all levels of an organisation.
- Project management and coordination.
- Verbal and written communication skills for a broad range of audiences including preparing business reports.
- Working in a complex, high volume environment in a large organisation.
- Agreement and contract administration.
- Financial (payable and receivable) and budget administration.