## Position Summary

The Lawyer forms part of the IP & Commercialisation team within the UNSW Legal & Compliance Office. The team supports the University in all areas of intellectual property, research and commercialisation legal matters. This includes the review of research funding and collaboration agreements, contract research agreements for industry sponsors, IP licences and assignments, clinical trial agreements and medical device supply agreements, establishment of start-ups and spin offs (both domestic and international) as well as the establishment of unincorporated research centres, hubs, affiliations, joint ventures and alliances. The team also supports the provision of professional services for course development and delivery for lifelong learning, manages the University’s portfolio of trademarks and advises on copyright and related AI issues.

With appropriate supervision and direction from the Senior Legal Counsel and other senior members of the team, the primary role of the Lawyer is to provide sound, practical legal support in a professional, timely and effective manner to assist the team in delivering the above services. The Lawyer also assists as required with the general legal work of the IP & Commercialisation team and the team more broadly.

This position reports to the Senior Legal Counsel and has no direct reports.

## Accountabilities

Specific accountabilities for this role include:

* Provide technically sound legal advice in a solution-focused, timely, practical and effective manner, consistent with applicable law and UNSW policies and procedures.
* Utilise various databases and conduct IP ownership due diligence on various types of technologies and related agreements, prepare reports and provide advice to the UNSW staff with responsibility for IP commercialisation to support decisions related to IP commercialisation.
* Provide advice on and assist with the identification, protection, and management of IP within the context of UNSW’s IP policies and procedures, including facilitation of the University’s brand clearance and trademark process and related agreements and documents.
* Effectively negotiate, draft (in a clear and concise manner) and advise on the wide range of agreements allocated to the team.
* Proactively partner with clients to provide effective legal solutions that are aligned to the business priorities of the portfolio and enable clients to achieve business objectives.
* Proactively contribute to the development and maintenance of a UNSW Legal & Compliance Office Knowledge Management System, including the development and maintenance of templates and a legal advice database.
* Assist with the development and delivery of legal training programs and projects.
* Contribute in a proactive and collaborative mindset with other members of the UNSW Legal and Compliance team including actively sharing knowledge and experience, contributing at team meetings, supervising legal interns, and supporting specific team projects as required.
* Proactively provide advice and facilitate the resolution of potential or actual disputes, including the use of alternative dispute resolution, to effectively minimise the University’s legal risks.
* Advise the University in relation to its accountabilities and compliance requirements under relevant laws, including in relation to regulators and a range of external stakeholders.
* Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](https://unsw.sharepoint.com/sites/values-in-action) and the [UNSW Code of Conduct](https://www.gs.unsw.edu.au/policy/documents/codeofconduct.pdf).
* Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

Skills and Experience

* Tertiary qualifications in law with a minimum of 2 years’ post qualification experience in a highly regarded law firm and/or in house legal team with experience in any one of the following disciplines:
  + Research and IP commercialisation;
  + Copyright;
  + Trade Marks;
  + Patents; or
  + Corporate/commercial (including an understanding of the Corporations Law to privately held companies).
* Admission to the Supreme Court of NSW and a current practising certificate (or admission in another Australian jurisdiction and eligible to be admitted and practice in NSW).
* Demonstrated experience in searching and reporting on IP and other relevant databases.
* Excellent organisational and time management skills, including accuracy and attention to detail, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
* Proven ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands
* A strong customer service focus, a flexible and adaptable attitude and an ability to build effective relationships with managers and staff at all levels in the resolution of legal issues.
* An ability to work collaboratively as part of a team and, within a supervision framework, the ability to work independently and with initiative.
* Excellent written and verbal communication skills with demonstrated strong analytical and problem-solving skills.
* An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
* Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

* Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.