ROLE DESCRIPTION:

Intellectual Property (IP) Senior Advisor

Wellington UniVentures
PO Box 1762, Wellington
New Zealand
www.wellingtonuniventures.nz
Victoria Link Ltd, t/a Wellington UniVentures

KNOW WHAT'S POSSIBLE.
MAKE IT HAPPEN.

A BIT ABOUT US

Knowledge is most powerful when it translates into a force for change and growth – and that's exactly what we do at Wellington UniVentures.

Wellington UniVentures is a subsidiary company of Te Herenga Waka—Victoria University of Wellington (THW—VUW) and we are responsible for creating new for-profit and social enterprises from University research.

Building on our purpose to lift lives everywhere with knowledge | Hikina I kura huna, Wellington UniVentures works with our University innovators to shape their research into initiatives that create impact. We do this by connecting them with partners, industry and investors to enable the growth and development of their idea or invention.

With time, development and Wellington UniVentures' support, these ideas can become life changing initiatives focused on solving problems and building stronger societies.

The ideas start here in Wellington and we take them to the world.

You can find out more about Wellington UniVentures and the work we do at www.wellingtonuniventures.nz.

ABOUT THIS ROLE

Our Intellectual Property Senior Advisor is a trusted member of the Wellington UniVentures team, responsible for assisting our stakeholders in identifying and managing their Intellectual property (IP). The role works with the Wellington UniVentures IP/ Legal Team, to provide sound advice on IP protection for researcher lead inventions and identify any related risks.

This role involves a combination of legal expertise, technical knowledge, and strategic thinking and helps navigate our researchers and commercial managers through the process of managing our IP across a range of complex University commercialisation projects.

The role will work closely with all our people across the Wellington UniVentures team, external academic stakeholders across the University faculties and research Institutes, and legal experts within IP law firms.

ROLE DELIVERABLES

The IP Senior Advisor plays an important role for Wellington UniVentures. You'll be working with the IP Team to deliver on the responsibilities including:

Management of all IP duties at Wellington UniVentures:

The IP Senior Advisor helps with a combination of duties to deliver on the IP requirements of Wellington UniVentures. This includes the following:

- IP novelty searching and analysis.
- Provision of IP strategy including assessment of IP landscape.
- Manage external IP counsel and patent attorneys.
- Manage relationships with IP counsel at academic collaborator institutions.
- Strategic relationship management responsibilities with external parties and stakeholders.
- Prepare deeds of assignment to transfer ownership of intellectual property to Wellington UniVentures.
- Facilitate and manage the IP filing process for patents, designs and trademarks.
- Manage IP prosecution process, prosecution deadlines and manage the Wellington UniVentures IP portfolio.
- Manage renewal schedules and payment of renewals.
- Manage IP related invoicing including from external IP counsel and invoicing IP costs to our licensees and start-ups.

Commercialisation/Other:

In conjunction with the IP Manager, the role supports the delivery of commercial contracts, including providing sound legal advice on any IP related risks and obligations of commercial contracts, term sheets and licensing agreements.

- Provide advice, education and training to academics, the Wellington UniVentures commercialisation team, and Wellington UniVentures start-ups.
- Contribute to the development of business cases and strategic IP planning.
- Contribute to commercialisation projects and communicate with Wellington UniVentures Commercialisation Managers.
- Contribute to applications to secure pre-seed funding and research grant applications.

Systems and Operational processes:

- Adopt Wellington UniVentures processes, systems and policies. Which includes:
  - Completion of data and record updates in CRM, e.g., Zoho
  - Accurately maintaining records in SharePoint and Foundation IP, including updating deadlines,
  - assisting with prior art review and management.
  - Recording of project and engagement activities in time tracking system.
  - Adopting privacy controls and appropriate sharing of information on discoverable channels.
- Responsible for reporting, data integrity and proactively finding and escalating key pieces of data and information as required on IP related systems.
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This role will be working with:

This role reports to the **IP Manager** (this may change from time to time during the course of your employment).

Relationships are critical to this role, and the In-House IP Advisor will need to build and maintain strong working relationships with:

- The IP management team.
- The wider Wellington UniVentures team and Chief Executive Officer
- University Research Office staff
- Academic research staff.

THE DETAILS

The following specific employment conditions are attached to this role:

	Wellington UniVentures Individual Employment Conditions
Tenure	Fixed Term 1 Year

Hours	20 to hours per week (negotiable)
Total remuneration range	Salary will be determined based on experience/ competency level
Standard holiday provisions	4 weeks' annual leave
University holidays	5 days

PERSON SPECIFICATION

To succeed in this role, you'll have the following key competencies:

- **Customer Focus:** You believe in the importance of customer service. You listen to and understand the needs of managerial and external customers, and you meet and exceed those need to ensure satisfaction.
- **Commercial Acumen:** You have a sound knowledge and understanding of commercial and environmental matters that impact on our business. You understand emerging directions and challenges as well as trends and issues. You focus on new business opportunities and activities beneficial to Wellington UniVentures and can achieve successful commercialisation outcomes in a cost-effective manner.
- **Self-Management:** You effectively plan and organise work to achieve desired outcomes, taking personal responsibility for making things happen. You are proactive, focused and take action to overcome obstacles and follow through to completion.
- **Professionalism:** You generate confidence in others through professional and ethical behaviour. You are open, honest and consistent in behaviour and can be relied upon. You set high standards of performance for yourself and others.
- **Teamwork:** You show a genuine intention to work co-operatively with others in a team setting, to achieve results and team goals.
- **Relationship Building:** You build and maintain positive working relationships and networks useful to achieving the objectives of Wellington UniVentures.
- **Innovation:** You think in terms of opportunities and possibilities, generating new and creative ideas to improve the status quo.
- **Analysis & Judgement:** You identify and analyse issues and problems, making rational, realistic, and sound decisions based on consideration of the facts and

alternatives available. You can digest large amounts of technical information and distil commercial benefits from research. You can commit to a course of action.

Education, Experience & Knowledge

Our perfect person will have some or all of the education, experience and knowledge listed below:

- Proven Australasian IP experience and technical background or expertise in a specific field such as mechanical engineering, engineering, computer science or physical sciences.
- Experience in patent prosecution or managing patent prosecution including drafting patent applications and responding to office actions is highly desirable.
- Qualification as a registered Trans-Tasman Patent Attorney or equivalent overseas experience is highly desirable.
- Strong analytical, writing, and communication skills.
- Demonstrated experience working within a team, where everyone contributes equally.
- Demonstrated experience in a role that requires a high level of attention to detail.
- Exceptional time management and organisational skills, with the ability to work under tight timeframes and busy workloads.
- Demonstrated ability to maintain effective relationships with stakeholders, both internally and externally.
- Demonstrated ability to use technology to work effectively and efficiently e.g. Microsoft Word, Excel and Outlook, IP systems such as Foundation IP.
- Ability to manage effective relationships with external consultants and contractors.
- Experience managing or working with structured project documentation.
- Desirable: experience in working with and maintaining a database of files and deadlines.
- Ability to understand complex technologies and interpret their application in a commercial environment.