**Position Details**

**Administrative Services – CSOF 5**

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| The following information is for applicants |
| Advertised Job Title | IP Portfolio Manager /Patent Prosecution Specialist |
| Job Reference | 87483 |
| Tenure | Indefinite  |
| Salary Range | AU$ 102,724 to 111,165 pa + up to 15.4% superannuation |
| Location(s) | Brisbane QLD, Melbourne VIC or Newcastle, NSW or Sydney NSW. |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Team Leader, CSIRO IP |
| Client Focus – Internal | 70% |
| Client Focus – External | 30% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Hishani Prabaharan via email at Hishani.prabaharan@csiro.au |
| How to apply | Apply online at <https://jobs.csiro.au/> Internal applicants please apply via **Jobs Central**If you experience difficulties when applying, please email careers.online@csiro.au or call 1300 984 220. |

### Role Overview

The role of an IP Portfolio Manager/Patent Prosecution Specialist in CSIRO contributes to the effective delivery of Intellectual Property (IP) services. The role involves the provision of IP advice through effective communication with both internal and/or external stake holders, filing patent applications and responding to IP prosecution activities. The role is aligned with the Energy Business Unit, and the successful candidate will work closely with the IP Manager for Energy.

### Duties and Key Result Areas:

Reporting to the IP Team Leader, the position’s primary responsibilities will include:

**Deliver Intellectual Property Advice and Support**

* Work as part of the Commercial team in building IP assets.
* Engage with Research Program Leaders and technical staff in managing IP assets.
* Provide proactive specialist IP advice and support to internal stakeholders.
* Working with external attorneys and internal stakeholders ensure decisions are made and deadlines are met for filing and prosecution of registrable IP.
* Assist with IP administrative matters.
* Support ongoing development of improved education and training systems across the business.
* Contribute to the design and implementation of compliance programs, risk management initiatives and other CSIRO wide projects aimed at improved IP management practises in CSIRO.

**Working with internal and external specialist teams:**

* Actively manage relationships with external clients, stakeholders and service providers, including external legal counsel and patent attorneys.
* Make a strong contribution to advising key internal science teams on IP.
* Develop a strong and trusted advisor relationship with internal and external stakeholders. Promote strategies to streamline engagement, where appropriate and legally prudent.
* Contribute to IP internal education initiatives across the organisation.
* Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed teams in support of CSIRO’s IP management activities.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed as key responsibilities may be subject to change from time to time to ensure the continued success of the IP function.

**Required Competencies**

**Working and Collaborating with Others**

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| Teamwork and Collaboration  | Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.  |
| Influence and Communication  | Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.  |
| \*Resource Management / Leadership  | Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.  |

**Managing Self**

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| Judgement and Problem Solving  | Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.  |
| \*Independence  | Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.  |
| Adaptability  | Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.  |

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Registered Patent Attorney, near qualified/trainee patent attorney, IP portfolio manager or patent prosecution specialist with strong technical skills.
2. Degree qualifications in engineering or science (Chemistry).
3. Experience in the following areas: patent law and patent prosecution practice in Australia (knowledge of additional jurisdictions would be highly regarded), assessment of invention disclosures and reviewing technical documents, patent specifications and novelty searches with a view to identifying patentable material.
4. Demonstrated ability and willingness to take on, and show initiative in, IP administration tasks (including tracking of patent costs and IP budget/forecasting, preparation for IP Committee meetings, IP Audits etc.).
5. Ability to work independently, providing pragmatic solutions in managing intellectual property.
6. Excellent written and oral communication skills, including superior organisational and prioritisation abilities.
7. A strong history of establishing and working effectively in teams, building trust and fostering effective internal and external client relationships.
8. Demonstrated ability and willingness to generate improved solutions to complex problems using creativity, reasoning and experience.

## **Desirable:**

1. Registered Patent Attorney, or near qualified patent attorney with a sound understanding of Patent Law and Practice.
2. Previous experience in an in-house IP management role will be highly desirable.
3. A working knowledge of trademarks, confidential information, protection of know-how and trade secrets.
4. Knowledge of, or an interest in, emerging technical solutions for addressing the current challenges facing the Australian Energy market.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!