# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Intellectual Property (IP) Administrator |
| Job Reference | 87734 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$66,163k - AU$84,207k per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Clayton, VIC preferred – other locations considered |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only and Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | IP Operations Manager |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Gavin Hall via email at [gavin.hall@csiro.au](mailto:gavin.hall@csiro.au) or phone +61 3 9545 2225 |
| 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](mailto:careers.online@csiro.au) or call 1300 984 220. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### Role Overview

The Intellectual Property (IP) team in CSIRO provides administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the organisation and the business units to achieve their objectives and meet Government and regulatory responsibilities.

CSIRO has a significant IP portfolio demonstrating the innovative activity and technology developments of its research outputs. Working in the IP team of the Growth function, the IP Administrator provides paralegal, IP formalities, reporting and docketing services to support the effective management of CSIRO’s IP portfolio. You will also provide paralegal assistance to the IP Managers in the IP team.

### Duties and Key Result Areas

* Undertake paralegal tasks such as assisting with inventorship determinations, preparation and record of assignments, assisting in conducting ownership determinations, providing litigation assistance, assistance with IP audits, cost forecasting.
* Attending to IP filing formalities including form preparation and other IP formalities such as Indian working statements, ensuring compliance with US Bayh-Dole Act, US Information Disclosure Statement (IDS) Forms, corrections, drawings, and trademark formalities; following up correspondence and deadlines; organising translations; organising notarisations and legalisations.
* Assist with preparation of online training modules and rollout of education programs.
* Assist with accounts receivable and month-end reconciliations and reporting
* Meeting and function organising including minute taking.
* Liaise with external patent firms and renewal service providers.
* Assist in maintaining the IP document management system (iManage) and conduct routine maintenance and updates; generate and maintain IP files in CSIRO’s documentation system.
* 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.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment (HSE) plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Experience as an IP administrator, paralegal and/or equivalent experience.
2. A good understanding of the patent application, examination, grant, and renewal processes across key jurisdictions.
3. Demonstrated experience in automated IP workflows

**Desirable**

1. Experience managing and configuring an IP database.
2. Experience facilitating the provision of bespoke IP reports.
3. Proven ability to effectively oversee the management of IP formalities, IP audits and preparation of cost forecasts.
4. Demonstrated ability to work with IP document management systems and conduct routine maintenance and updates.
5. Familiarity with SAP and Microsoft Dynamics file management systems.

## **Required Competencies**

* **Teamwork and Collaboration:** Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.
* **Influence and Communication:** Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
* **Independence:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

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.

Include if relevant:

* The successful candidate will be asked to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) for more information.

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted