# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Intellectual Property Manager |
| Job Reference | 92823 |
| Tenure | 3-year term appointment |
| Salary Range | AU $121,455 to AU $142,500 pa + up to 15.4% superannuation |
| Location(s) | VIC, 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 or phone +61 3 9545 7962 |
| 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 area 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](javascript:void(0);)

**Child Safety**

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](javascript:void(0);).

### Role Overview

The role of an Intellectual Property (IP) Manager in CSIRO contributes to the effective delivery of IP services by providing advice to senior managers and scientists. The role involves provision of timely IP management and advice on IP exploitation strategies for effective collaboration with government, regulatory bodies and industry partners. The role will also involve working across CSIRO and filling in for IP team members as required.

### 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 and exploiting IP assets
* Engage with Research Program Leaders and technical staff in identifying, developing, protecting and managing IP assets.
* Work collaboratively in deal teams undertaking BD or C activities in developing effective IP exploitation strategies.
* Provide proactive specialist IP advice and support to internal stakeholders.
* Manage IP across CSIRO’s Business units, working with external attorneys and internal stakeholders to ensure decisions are made and deadlines are met in the filing and prosecution matter in relation to registrable IP.
* Engage across CSIRO to provide support for CSIRO’s Future Science Platforms and Missions.
* Search IP databases and use the IP landscape to provide advice on patentability, freedom to operate, infringement & validity and contribute to the development of commercialisation plans as required.
* Contribute to the implementation of IP policies and procedures.
* Assist with IP litigation and dispute resolution.
* Support ongoing development of improved education and training systems across the business.
* Prepare and or assist in the negotiation and sign-off of complex commercial transactions.
* Contribute high level expertise and understanding of a broad range of IP issues and complex business problems, including patents, copyright, designs and trademarks.
* Advocacy and negotiation with key stakeholders to promote the interests of the organisation.
* Assist business units in implementing commercial strategies to achieve revenue targets by contributing IP expertise, tools and systems in feeding the pipeline of opportunities.
* Contribute to the design and implementation of compliance programs and other risk management initiatives across the organisation.

**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 client teams in feeding the opportunities pipeline and contributing to converting these to achieve revenue targets and achieving impact.
* Develop a strong and trusted advisor relationship with internal and external stakeholders. Promote strategies to streamline engagement, where appropriate and legally prudent.
* Drive IP internal education initiatives across the organisation and contribute to the professional development and expertise of IP and cross-functional teams.
* Educate, coach and mentor cross-functional teams to build skills and knowledge.
* Other duties and responsibilities as may be directed including, but not limited to, contributing to business development and commercialisation activities.
* Key responsibilities may be subject to change from time to time to ensure the continued success of the function.
* 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.

## **Required Competencies:**

* **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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## **Selection Criteria**

#### Essential

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

1. Registered Patent Attorney or IP Specialist with experience in the following areas: patent law and practice, confidential information, trade secrets and IP dispute resolution.
2. A degree in chemistry or chemical engineering.
3. Demonstrated achievement in advisory or managerial roles in relation to capture and exploitation of registered IP.
4. Ability to work independently, providing pragmatic solutions in managing and exploiting intellectual property.
5. A strong history of establishing and working effectively in teams, builds trust and provides support for the development of IP skills in CSIRO, acting as trusted advisers, fostering effective external client relationships, and ensuring alignment between client needs and CSIRO’s interests.
6. Exceptional oral and written communication skills and a demonstrated ability to foster and develop strong relationships in cross functional teams across the organisation and with external stakeholders.
7. Demonstrated ability and willingness to generate improved solutions to highly complex problems and resolve complaints using creativity, reasoning and experience.

## **Desirable:**

1. Registered Patent Attorney, or near qualified patent attorney with a sound understanding of Patent Law and Practise, Validity & Infringement, Trademark Law and Practise.
2. Previous experience in an in-house IP management role will be highly desirable.
3. Experience advising on technology transactions and collaborations between government departments and agencies, universities and other research organisations.

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/)!