# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants |
| Advertised Job Title | Legal and Contracts Advisor - Intellectual Property |
| Job Reference | 71324 |
| Tenure | Indefinite Full-time  |
| Salary Range | AU$83,687 to AU$94,679 pa (pro-rata for part-time) + 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/New Zealand Citizens and Australian Permanent Residents Only |
| 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 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 or call 1300 984 220. |

### Role Overview

## Administrative staff 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 Intellectual Property (IP) portfolio demonstrating the innovative activity and technology developments of its research outputs. Working in the IP area of the Business Development & Commercial (BD&C) group, the IP Advisor provides paralegal, IP formalities and docketing services to support the effective management of CSIRO’s IP portfolio.

You will be a skilled IP paralegal with sophisticated IP docketing and report generation skills, also providing paralegal assistance to the IP Managers and assisting with IP docketing, IP formalities and database maintenance; helping to achieve organisational objectives and meet Government and regulatory responsibilities.

### Duties and Key Result Areas:

* Undertake paralegal tasks such as assisting with Inventorship determinations, preparation and recordal 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, US Information Disclosure Forms, corrections, drawings etc. and trade marks; following up correspondence and deadlines; organising translations; organising Notarisations and Legalisations.
* Website development for intranet pages; Maintenance of registers such as Platform IP register and Encumbrance Register and maintaining IP Team sites including SharePoint, confluence and Microsoft Teams; co-ordinating information to go on internal and external intranet sites.
* Project management.
* Assistance with preparation of online training modules and rollout of education programs.
* 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.
* Develop new or optimise annual reporting functions that generate IP deadlines, IP metrics, cost forecasts, budget reports to appropriate key stakeholders; Preparation of custom reports and presentations; report IP metrics; facilitate the provision of bespoke IP reports either through SQL programming or liaising with the Database Vendor.
* 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 plans and policies, Diversity initiatives and Zero Harm 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:** 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:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **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:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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. Relevant trade certificate/diploma/bachelor’s/ degree or equivalent relevant work experience in science, engineering, IT or law degree.
2. Experience as an IP Administrator, paralegal and/or equivalent experience.
3. A good understanding of the Patent Application, Examination, Grant and Renewal processes across key jurisdictions.
4. Demonstrated experience in automated IP workflows.

## **Desirable:**

1. Experience managing and configuring an IP database (preferably Inprotech).
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. Developing and using SQL to obtain information from databases.
6. Familiarity with SAP and Microsoft Dynamics file management systems.

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 Check or equivalent. Please note that people 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. To find out more visit us [online](http://www.csiro.au/)!

**Our Values:**

CSIRO is a values-based organisation. We expect our employees to demonstrate behaviours aligned to our values of:

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