



Position details

General management – CSOF7

THE FOLLOWING INFORMATION IS FOR APPLICANTS

Advertised job title	Executive Manager, Intellectual Property
Job reference	102035
Tenure and work schedule	Indefinite Full-time We will consider options for part-time, job-share and flexible work arrangements based on needs of the role and individual circumstances.
Salary range	AU\$163,199 - AU\$180,568 per annum (pro-rata for part-time) plus up to 15.4% superannuation
Location(s) and office arrangements	Melbourne, Canberra and Brisbane preferred, with other Australian locations considered.
Relocation assistance	Will be provided to the successful candidate if required
Applications are open to	<ul style="list-style-type: none"> • Internal CSIRO employees • Australian/New Zealand Citizens and Australian Permanent Residents
Position reports to the	Chief Legal Officer - Legal
Client focus – internal	80%
Client focus – external	20%
Number of direct reports	4
Enquire about this job	Catriona Dove via email at catriona.dove@csiro.au
Support and workplace adjustments	We offer a range of reasonable supports and workplace adjustments. Please let Sheridan Gerrard know via email at sheridan.gerrard@csiro.au if we can help you to equitably participate in our recruitment process or the role itself.
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

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](#).

About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

As one of the world's largest multidisciplinary mission-driven research organisations, we are focused on the issues that matter the most: for our quality of life, for the economy and for our environment. We believe diverse teams are more effective and deliver more innovative outcomes. When we all focus on the big things that really matter, and work in partnership with our communities and [Indigenous Australia](#), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](#) for more information.

Role overview

From invention to innovation, commercialisation is an important path to deliver profound and positive impact to society, fund further investments in science and research and support a sustainable CSIRO. In this context, and in line with CSIRO's Corporate Plan, the Intellectual Property Team, within the Legal Unit, provides specialist advice and management services relating to CSIRO's substantial portfolio of intellectual property (IP).

The IP Team:

- advises all CSIRO stakeholders (internal and external) on proactively exploiting IP to achieve impact
- develops IP strategies, in collaboration with multi-disciplinary teams, providing frameworks for IP protection and exploitation decisions
- protects and prosecutes registration of IP when appropriate/necessary

The Executive Manager, Intellectual Property, being the head of the IP Team and a member of the Legal Unit Leadership Team (**LULT**), is responsible for overseeing and driving enterprise-wide IP protection and commercialisation strategies and creating CSIRO's IP assets for future use and value creation.

The Executive Manager, Intellectual Property is responsible for building external relationships (e.g. with customers, collaborators, IP panel service providers etc.) to deliver on opportunities that will secure growth in impact and revenue in IP and commercialisation in line with CSIRO's Corporate Plan.

The Executive Manager, Intellectual Property will be responsible for building a high performing team and providing strategic leadership and alignment of resources to the Corporate Plan. They must have leadership skills in:

- People leadership (development, deployment, coaching, guidance, and change management)
- Customer first (connecting diverse skills and people to drive impact and deliver for the customer)

- Ability to connect and work collaboratively across the organisation (“activating the horizontal”)
- Representing all of organisation in relevant IP forums (stakeholder engagement)
- Garnering knowledge and sharing and education across the organisation (supporting ‘Communities of Practice’ to develop ‘best practice’/new business models)
- Resource management (staffing, budget)
- Prioritising and delivering against the Corporate Plan and other strategic objectives (supporting the Executive Team in their business leadership roles)
- Influencing and providing high quality strategic advice to senior leadership, executives and at board level.

Duties and key result areas

- Supporting the Chief Legal Officer in partnering with (amongst others) the Board, the Executive Team and Business Development Directors (in supporting Research Unit Directors) to develop IP and commercialisation strategies and associated business models.
- Promoting and delivering a highly professional approach in dealing with external collaborators, capturing and executing against the enterprise-wide IP capture pipeline and Corporate Plan, resulting in financial return and impact from CSIRO’s IP, research and development and commercialisation.
- Developing and leading IP business improvement and change management projects to continually improve the effectiveness and efficiency of external engagement among all CSIRO staff.
- Executing on CSIRO’s Corporate Plan priorities by ensuring a coherent IP and commercialisation strategy, including the sharing of better practice across CSIRO.
- Developing strong trusted advisor relationships with senior executives and external stakeholders across industry and government (e.g. the Department of Industry, Science and Resources, other Commonwealth departments, key clients, IP Australia etc.) .
- Proactively identifying, guiding, and supporting the conversion of strategic IP and commercialisation opportunities, including leading large and complex commercial projects on behalf of the organisation.
- Identifying IP capture opportunities.
- Integrating, driving, and coordinating the forward CSIRO IP capture pipeline and the IP portfolio aligned to the Corporate Plan objective to maximise opportunities that deliver science impact and return on investment and future revenue to CSIRO and Australian industry.
- Preparing analysis and reporting on CSIRO’s IP portfolios and performance metrics
- Building and coaching a high performing team to provide pragmatic, clear advice and recommendations to enable outcomes against the Corporate Plan.
- Managing the performance and development of the team, including accountability for the ongoing enhancement of the team’s capability through providing opportunities and a commitment to learning and development and effective knowledge transfer across the Legal Unit where there is a high level of cooperation with and between the teams.
- Participating and contributing as an active member of the LULT, including taking a leadership role in LULT projects and initiatives both within and beyond the Legal Unit.
- Adhering to the spirit and practice of CSIRO’s values, code of conduct, health, safety and environment procedures and policy and diversity initiatives.
- Other duties as directed.

Selection criteria

Essential

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

1. Relevant tertiary degree, combined with demonstrated achievement in senior IP advisory and managerial roles together with relevant domain expertise.
2. Current registration as a Trans-Tasman Patent Attorney.
3. Demonstrated ability to develop and manage a portfolio of strategic IP relationships, activities, and assets, in line with CSIRO's Corporate Plan.
4. Demonstrated ability to design and deliver strategic initiatives through own actions, as well as driving alignment across teams, scientists, and clients – delivering results that are impactful and aligned to CSIRO's Corporate Plan.
5. Demonstrated leadership skills and experience that can be applied to leading a team (including through significant change), engaging the team, and providing a unified goal and strategy for them to align themselves and their teams.
6. Demonstrated experience to build and maintain strong professional and collaborative working relationships across a wide range of disciplines at all levels of the organisation and externally, proactively seek and influence multiple key stakeholders, within a complex and ambiguous environment, to achieve a successful outcome.
7. Demonstrated experience in building a high performing team, providing coaching and development opportunities across the breadth and depth of a complex team that delivers high standards in service delivery as well as technical output, proven ability to hold a team accountable to specified results, as well as creating a culture that fosters innovative problem solving, continuous improvement and knowledge sharing.

Desirable

1. Registration as a Trade Mark Attorney in Australia (or an equivalent overseas registration).
2. Holds, or has the ability to obtain, and maintain a security clearance at the Negative Vetting 1 Level.
3. A demonstrated commitment to health, safety, and wellbeing of staff, willing to challenge the status quo in pursuit of Zero Harm.

Not sure if you meet all the criteria?

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don't let the list discourage you. If you are unsure about applying, please reach out to the contact on page 1 of this document so we can discuss the role further.

Required competencies

- **Teamwork and collaboration:** Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build organisational interaction across CSIRO.

- **Influence and communication:** Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support.
- **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 and understanding through 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:** Commits significant resources in the face of uncertainty and takes calculated risks to improve performance and achieve challenging goals. Uses personal energy to drive change strategies. Formulates and implements contingency plans to minimise the impact of potential risks. Accepts personal responsibility for the outcomes of decisions/risks taken.
- **Adaptability:** Is flexible in response to external change or when faced with external constraints. Identifies and promotes the opportunities arising as a result of change.

Setting you up for success

We understand that not everyone works in the same way and sometimes people may require reasonable support and adjustments to perform at their best. Whether related to the recruitment process and or the role itself, this may include options such as providing different methods of communication, flexible hours or physical adjustments to work methods. If you feel comfortable, we encourage you to share any support and adjustments you may need to carry out the inherent requirements of the role. Please let Sheridan Gerrard know via email at Sheridan.gerrard@csiro.au if we can help you to equitably participate in our recruitment process or the role itself.

Life at CSIRO and flexible working arrangements

We [work flexibly at CSIRO](#), offering a range of options for how, when and where you work. We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, [benefits](#) and [career development](#) opportunities. To learn more, visit [Careers at CSIRO](#).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](#) where everyone feels they belong. CSIRO is an equal employment opportunity organisation dedicated to recruiting people based on merit, and reflecting the diversity of the community we serve. We recognise true diversity encompasses all ages, nationalities, abilities, cultures, genders, sexualities, faiths, levels of education, diversity of thought and many more aspects of identity. By empowering diverse teams, our community is reflected in the solutions we create.

CSIRO values

CSIRO is a values-based organisation committed to values-based leadership.

Value	Descriptor	Behaviour
People first	Our priority is the safety and wellbeing of our people. We believe in, and respect, the power of diverse perspectives. We seek out and learn from our differences.	<ul style="list-style-type: none"> • Respectful • Caring • Inclusive
Further together	We achieve more together than we ever could alone. We listen and collaborate, in teams, across disciplines, across boundaries. We embrace ambiguity and use discussion and persistence to generate unique solutions to complex problems.	<ul style="list-style-type: none"> • Accountable • Authentic • Courageous
Making it real	We do science with real impact. We thrive when taking on the big challenges facing the world. We take educated risks and defy convention. We celebrate successes and failures and leverage them to learn as we strive to be the force for positive change.	<ul style="list-style-type: none"> • Partnering • Cooperative • Humble
Trusted	We're driven by purpose but remain objective. We fight misinformation with facts. We earn trust everywhere through everything we do. We trust each other and we hold each other accountable. Together our actions drive Australia's trust in CSIRO.	<ul style="list-style-type: none"> • Curious • Adaptive • Entrepreneurial

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](#).

Special requirements

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

- The successful candidate will undertake a pre-employment background check. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
- The successful candidate may be required to obtain and maintain a security clearance at the NV1 level.

