

**Job Description: Professional Service Position**

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| **College/School:** | *REIS* |
| **Job Title:** | *IP & Contracts Officer* |
| **Department/Subject:** | *REIS Engagement, Innovation & Entrepreneurship* |
| **Salary:** | *Grade 8 – range £38,205 - £44,263 (candidate expected to start at bottom of scale)* |
| **Hours of work:** | *Full time with the potential for part time or job share* |
| **Contract:** | Permanent |
| **Location:** | This position will be based at the Singleton Campus with flexible working in line with policy |

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| **Introduction** | To deliver its sustainable top 30 ambition, Swansea University needs a professional services workforce with the differentiated skills necessary to ensure that it can deliver excellence through efficient and effective systems and processes that harness innovations in technology. |
| **Background information** | Swansea University’s Technology Transfer Team is based in the Engagement, Innovation & Entrepreneurship Team within the Department for Research, Engagement & Innovation Services (REIS). The IP & Commercialisation Team leads on a range of innovation and commercialisation functions at the University including the management of Intellectual Property (IP). The team is also responsible for commercial transactions undertaken through the wholly owned subsidiary company Swansea Innovations Ltd.  Reporting to the Head of IP & Commercialisation, the IP & Contracts Officer will be responsible for the negotiation and drafting of complex legal agreements with various stakeholders and for providing contractual support in relation to all aspects of consultancy, collaborative agreements, intellectual property and commercialisation as required by the REIS IP & Commercialisation Team. The post holder will line manage the IP Contracts Assistant.  The IP & Contracts Officer will also be required to contribute to the monitoring of:   * The University’s patent and trademark portfolio. * The receipt of any royalty payments arising from any license or assignment agreements entered into. * The University’s portfolio of spin-out companies. * Monthly internal and annual statutory data reporting.   The IP & Contracts Officer will be responsible for ensuring compliance with University policies and procedures, together with any applicable funders’ conditions or guidance.  Where appropriate the IP & Contracts Officer will coordinate their work with that of the Research & Legal Contracts Officers. |
| **Main Purpose of Post** | * To manage the legal and contractual activities of the IP & commercialisation portfolio, ensuring that these activities are administered in a timely and efficient fashion, whilst responding to queries and requests for information in a sensitive and moderated manner. * To liaise with the procured Patent Attorneys and other parties regarding delivery of IP protection services to support the University patent portfolio * To assist colleagues in University Legal Services and the REIS Contracts Team with IP and commercialisation legal inquiries. * To be responsible for the retention of all legal and contractual documentation. * Assisting the Innovation Administrator to oversee and report on the receipt of royalty payments from licensees and/or assignees. * To draft, review and negotiate complex commercial Collaboration agreements fully reflecting the requirements of the University in relation to, amongst others, the ownership and exploitation of Intellectual Property, together with Consultancy/Service Agreements, Non-Disclosure/Confidentiality Agreements, Material Transfer Agreements ,Licenses, Revenue Sharing Agreements, facility agreements, Assignment agreements and any other legal agreements requiring review by the team, obtaining sign off from the appropriate authorised signatory. * Attend client meetings with the other members of the IP & Commercialisation Team when required to provide support and guidance relating to IP, contracts and legal issues. * Provide support and advice to the IP & Commercialisation Team relating to contracts received from external parties and project teams such as IAA relating to collaborative and contractual agreement requirements. * Attend regular meetings with others in the Team to become familiar with the REIS portfolio and legal requirements thereof. * Evaluate and negotiate ownership of and access to intellectual property and develop appropriate exploitation strategies. * Analyse and interpret complex contract terms and conditions and give clear and concise advice to the Head of IP & Commercialisation and others in REIS at all levels on the impact, associated risk and liability. * Provide advice with respect to IP contractual issues across a broad range of commercial, government and other projects. * Develop and maintain standard agreements, IP disclosure, due diligence documentation, working procedures and other documentation as appropriate to maintain and improve the efficiency of contract negotiation within the IP & Commercialisation Team. * Deal with inquiries related to the University Consulting Policy. * Address potential Conflicts of Interest related to the contractual activity within the scope of the University’s policies and procedures * Work closely with Academic staff and other clients, to ensure that later negotiation stages are not prejudiced in matters relating to intellectual property, price or other contractual matters. * Liaise with sponsors and funding agencies, both private and public sector and collaborating University partners, being mindful of their funding mechanisms, schemes, policies and standard terms, in order to reach agreement on recommendations and changes to draft and existing contracts. * Maintain awareness of relevant legislation, Government initiatives and regional Higher Education/Industry interactions commensurate to the responsibility of the role. * Ensure compliance with legal and regulatory requirements in respect to equality and diversity, data protection, Freedom of Information, copyright and licensing, security, financial and other University policies, procedures and codes as appropriate. * In particular, ensure all contractual agreements are compliant with funder requirements, including but not limited to Subsidy Control, Trusted Research and the implications of the National Security and Investment Act. * To contribute to any internal or external meetings of the where the IP contract issues are being considered. * To be responsible for discussions relating to the IP & commercialisation portfolio with senior staff both within Swansea University and external consultants, as well as auditors and staff from external funders. |
| **General Duties** | * To fully engage with the University’s Performance Enabling and Welsh language policies * To promote equality and diversity in working practices and to maintain positive working relationships. * To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. * Any other duties as directed by the Head of Technology Transfer, Head of Engagement, Innovation & Entrepreneurship and Head of College / Department or their nominated representative expected within the grade definition. * To ensure that risk management is an integral part of your day to day activities to ensure working practices are compliant with the University's Risk Management Policy. |
| **Leadership Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values - [Professional Services Values](http://www.swansea.ac.uk/the-university/world-class/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.  **We are Professional** We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality  **We Work Together**          We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.  **We Care** We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience.  Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. |
| **Person Specification** | **Values:**   * Demonstrable evidence of taking pride in delivering professional services and solutions * Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers * Demonstrable evidence of providing a caring approach to all your customers ensuring a personalised and positive experience   **Qualifications:**   * A law degree or equivalent, Postgraduate Diploma in Legal Practice (LPC) or significant, relevant work experience   **Experience:**   * Significant experience in contract drafting, review and administration, including drafting legal documents such as non-disclosure agreements, contracts, consultancy contracts and IP licenses and assignments. * Drafting commercial and/or business-related contracts * Negotiating commercial and/or business-related contracts * Influencing others and negotiating with them to achieve an outcome * Experience of using contract or intellectual property management tools * Experience of procuring legal or IP services and managing delivery of such contracts * Experience of providing service and advice to individuals with widely diverse cultural backgrounds, educational and work experiences. * Experience of using own initiative to identify and develop solutions to issues   **Knowledge and Skills:**   * Excellent knowledge of contract law * Knowledge of university consulting processes * Theoretical and practical knowledge of IP and patents, copyright and trademarks and technology transfer methods * Good data management skills to be able to manage workload and produce data for reporting. * Good organisational skills – the ability to manage a variety of tasks simultaneously in a high-pressure environment and to organise and prioritise own workload and assist with that of others in the team * Ability to work independently and as part of a team * Evidence of excellent analytical skills and an ability to interpret complex, procedural information and explain it to lay persons * Excellent verbal and written communication skills with the ability to convey complex, sensitive and confidential information to multiple audiences * Tactful and diplomatic with effective negotiation skills and a track record in building successful relationships with a diverse groups of stakeholders * Good level of computer literacy in order to use IT systems effectively and able to manage a large volume of financial or administrative data   **Desirable Criteria:**   * Experience of drafting and negotiating contracts in a Higher Education Institution context * Knowledge of UK Subsidy Control rules * Experience of company formation and IP licensing within a HEI context * Ability to communicate in Welsh * Professional qualification in contract law * Member of relevant professional body * Understanding and knowledge of company formation agreements * Experience of dispute resolution * Experience of liaising with external bodies / organisations |
| **Additional Information** | Informal enquiries: Emma Dunbar [e.j.dunbar@swansea.ac.uk](mailto:e.j.dunbar@swansea.ac.uk) |

  