



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Trainee/Intellectual Property and Commercialisation Officer, Research and Innovation Service



Salary: Grade 6 (£27,511 - £32,817 p.a) or Grade 7 (£33,797 - £40,322 p.a.) depending on qualifications and experience

Reference: CSRIS1185

Fixed term for 1 year – maternity leave cover

We will consider job share and flexible working arrangements

Trainee/Intellectual Property and Commercialisation Officer Research and Innovation Service

Are you interested in science and understanding complex technologies and looking to develop your career? Do you want to play a role in the development and commercialisation of Intellectual Property (IP) from the University?

This post provides an exciting opportunity to play a role in the development of commercial opportunities that stem from IP generated within the University of Leeds, one of the largest research intensive universities in the UK. The University has c.30 active spinout companies, 6 of which are listed on the investment markets, in addition to a significant portfolio of technology licences. To accelerate the development and commercialisation of its leading research, the University's Commercialisation Team also manages sizeable proof of market and proof of concept investment funds.

This is a challenging role requiring an energetic and self-motivated individual to assist in the generation and portfolio management of University of Leeds intellectual property (IP). You will have a commercial background in the engineering or physical sciences environment and an interest in technology-related business development. You will have strong evaluation, planning and project management skills with good IP knowledge and experience of implementing the innovation process in a research intensive environment. The ability to effectively engage with a wide range of internal and external stakeholders is essential to this role.

You will be a key part of the Commercialisation Pipeline Team who have the responsibility for the generation, management and commercial assessments of the IP portfolio emerging from across the University. This will include project management of early stage IP and commercial opportunities, supporting the development of commercial development project applications and managing & coordinating the submission of commercialisation development project applications. You will actively support IP protection processes and alignment of research outputs with commercial development roadmaps to inform decision-making.

You will be expected to further develop skills and knowledge in IP management and commercialisation. You will report to the Senior Commercialisation Manager responsible for the identification, assessment and evaluation of new commercial



opportunities to assist in creation of a dynamic environment for Innovation and Commercialisation activities.

This role is being advertised either as a Trainee (grade 6) or as a grade 7 depending on qualifications and experience.

What does the role entail?

As Intellectual Property and Commercialisation Officer your main duties will include:

- Working with research teams and academic staff across the University to proactively increase the pipeline of research commercialisation opportunities;
- Working with the Commercialisation Pipeline Team to conduct detailed reviews of IP and prior art searches and evaluate the results;
- Working with the Commercialisation Pipeline Team to undertake robust and detailed commercial due diligence of new opportunities to ensure close alignment with market needs;
- Supporting the preparation of commercialisation projects to assist development of new opportunities and coordinating the submission of project applications across a range of internal and external funding schemes;
- Providing end-to-end project management of commercial development projects;
- Ongoing review of projects, collecting metrics and reporting of progress and outcomes to University and external committees as required;
- Providing advice to academic colleagues on the commercial exploitation of their research;
- Preparing briefing papers for internal and external stakeholders as required on matters relating to commercialisation;
- Maintaining, at all times, accurate records and participate in administrative systems development, when required. This will involve supporting senior colleagues in this regard;
- Ensuring commercialisation development projects and associated agreements are appropriately monitored and managed;
- Utilising and updating appropriate databases to support opportunity disclosures, patent and contract administration processes and other information relating to patents, licenses and potential opportunities;
- Communicating effectively and take initiatives to solve problems and work co-operatively and synergistically with others.



These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As an Intellectual Property and Commercialisation Officer you will have:

- Some experience of implementing the key stages of the innovation process in a university and/or a commercial innovation environment;
- A strong interest in the development of early stage technological/scientific opportunities;
- A good knowledge of the principals of project management with some experience of delivery to meet key milestones in early stage technology projects;
- The ability to work as part of a multidisciplinary team as well as on own initiative;
- Excellent communication (written and oral) and presentation skills and the ability to communicate complex information effectively with multiple audiences and levels of seniority;
- The ability to produce and present reports to ensure information is shared and understood, to enable decision-making and/or to influence a desired outcome;
- The ability to work effectively and co-operatively as part of a team;
- Has the ability to prioritise and systematically balance workloads;
- A high level of IT skills, including experience of Microsoft Office programmes;
- A commitment to continuous professional development;
- A degree in a science or engineering related discipline.

You may also have:

- Limited experience of the use of IT systems for recording and accessing data for the provision of reliable and accurate management information;
- Knowledge and experience of the protection and management of IP;
- A postgraduate degree in a physical science or engineering related discipline.

For appointment at University Grade 7 in addition to the above you will also have:

- Extensive experience of implementing the key stages of the innovation process in a university and/or a commercial innovation environment, particularly in the engineering and physical sciences field;



- A strong interest in, and experience of, the identification, commercial assessment and evaluation of early stage, technological/scientific opportunities;
- Good project management skills with a track-record of delivery to meet key milestones in early stage technology projects;
- Demonstrates strong interpersonal skills and ability to build relationships both internally and externally.

For appointment at University Grade 7, you may also have:

- Good knowledge of the use of IT systems for recording and accessing data for the provision of reliable and accurate management information;
- A recognised project management qualification.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Mugdha Joshi, Senior Commercialisation Manager

Email: m.m.joshi@leeds.ac.uk

Additional information

The Research and Innovation Service (RIS) provides support to research and innovation activities across the University. The Commercialisation Team are responsible for the activities that encompass the exploitation of research through the licensing or sale of intellectual property or the creation of a spinout company. It involves the functions required to identify and develop research commercialisation strategies, progress IP development towards commercial and technical objectives, IP management (including patent filing), licence and spinout negotiations and post deal management.



Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

