# Administrative Services – CSOF6

Role summary for potential applicants

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| Advertised Job Title**:** | Intellectual Property Manager - Energy |
| Reference Number**:** | 53218 |
| Classification**:** | CSOF6 |
| Salary Range: | AU $109K to AU $128K plus up to 15.4% superannuation |
| Location**:** | Melbourne, Brisbane, Newcastle, Sydney or Perth |
| Tenure: | Indefinite/Ongoing |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens and Permanent Residents Only |
| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 80% |
| % Client Focus - External: | 20% |
| Reports to the: | IP Team Leader |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| The role will be responsible for building and managing the IP Portfolio of the Energy Business Unit, contributing specialist IP advice and improving the effectiveness and efficiency of CSIRO’s IP portfolio management. The role will be assigned to high-performance and delivery focused Science Group teams primarily in the chemical engineering and engineering fields. The Intellectual Property Manager – Energy will provide professional expert advice and contribute to the delivery of large and complex transactions while protecting CSIRO’s IP, and driving understanding of CSIRO’s FTO position. The role will also drive the IP education process across the organisation. |

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| **Duties and Key Result Areas:** |
| **Deliver Intellectual Property support:*** Provide proactive specialist IP advice and support to internal clients, principally part of the Energy Business Unit.
* Manage CSIRO IP portfolio, working with external attorneys and internal stakeholders to ensure decisions are made and deadlines are met in the filing, prosecution and grant of patentable IP.
* Strategic, proactive portfolio management of IP in the Energy business unit and across platforms with other business units.
* 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.
* Utilise IP and commercial expertise in generating revenue streams and seeking business development opportunities for CSIRO.
* Contribute to the development and implementation of IP policy. Manage IP litigation and dispute resolution.
* Support ongoing development of improved education and training systems across the business. Improve IP-based competitive intelligence systems throughout the organisation.
* Prepare and or assist in the negotiation and sign-off of complex commercial transactions.

**Strategic patent attorney advice:*** Contribute high level expertise and understanding of a broad range of IP issues and complex business problems, including patents, copyright, designs and trademarks.
* Proactively identify legal trends and risks, including business impact and identify strategies to address these issues.
* 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 complying with relevant CSIRO policies and supporting governance structures.
* 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.

**Provide status reports:*** Report on the patent portfolio and the expected outcomes and strategies on the portfolio.
* Report on the technologies underpinned by the IP portfolio, and working within teams to report on the strategies for developing the technologies for revenue and other impact.
* Other duties and responsibilities as may be directed including, but not limited to, contributing to IP and Licensing. 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.
* Other duties as directed.
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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed****Pre-Requisites:***1. **Education/Qualifications:** A degree in chemical engineering, engineering or similar and experience in IP management.
2. **Professional Experience:** Professional experience involving intellectual property laws, particularly patent laws, and their application to the above areas of technology (e.g. a part-qualified or qualified patent attorney in AU, NZ, EP or the US, having worked in these fields)

***Essential Criteria:***1. Strong IP knowledge with expertise in all or most of the following areas: patent laws and practices; confidential information and trade secrets; licensing; patent and other IP dispute resolution; copyright and other forms of IP; commercial knowledge to complement legal/patent attorney knowledge.
2. Demonstrated experience in managing IP portfolios and negotiating and advising on complex commercial transactions.
3. Leadership and collaboration skills and demonstrated ability to think and act laterally and strategically.
4. Demonstrated ability to deliver IP knowledge transfer across the organisation.
5. 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.
6. The ability to work effectively in a team environment, collaborate widely both internally and externally, and provide guidance to managers and staff.
7. Demonstrated ability and willingness to generate improved solutions to highly complex problems and resolve complaints using creativity, reasoning and past experience.

**Desirable Criteria:**1. Experience advising on technology transactions and collaborations between government departments and agencies, universities and other research organisations.
2. Experience in drafting and prosecution of patent applications.

**As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to:*** Excellent science
* Inclusion, trust & respect
* Health, safety & environment
* Delivery on commitments.

In your application and at interview you will need to demonstrate alignment with these behaviours. |

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| **Other Information:** |
| **How to Apply**Please apply for this position online at [www.csiro.au/careers](http://www.csiro.au/careers). You may be asked to provide additional information (online) relevant to the selection criteria. If so, then responding will enhance your application so please take the time to provide relevant succinct answers. Applicants who do not provide the information when requested may not be considered.If you experience difficulties applying online call 1300 984 220 and someone will be able to assist you. Outside business hours please email: csiro-careers@csiro.au. **Referees**: If you do not already have the names and contact details of two previous supervisors or academic/ professional referees included in your resume/CV please add these before uploading your CV.**Contact:** If after reading the selection documentation you require further information please contact: Liz Eadie via email: liz.eadie@csiro.au or phone +61 3 9545 8510 or Kerry Fluhr via email: Kerry.Fluhr@csiro.au or phone: +61 2 9490 8226.Please do not email your application directly to Liz Eadie or Kerry Fluhr. Applications received via this method will not be considered.**About CSIRO**Australia is founding its future on science and innovation. Its national science agency, the Commonwealth Scientific and Industrial Research Organisation (CSIRO) is a powerhouse of ideas, technologies and skills for building prosperity, growth, health and sustainability. It serves governments, industries, business and communities across the nation. Find out more! [www.csiro.au](http://www.csiro.au). **About CSIRO Intellectual Property (IP) team in Commercial & Governance**The Intellectual Property (IP) team sits within the broader Commercial & Governance function. It is a key support function of CSIRO’s commercialisation activities which seek to deliver positive impact for Australia and commercial benefit for CSIRO. Its objective is to provide co-ordinated, high level services to portfolio groups to ensure effective strategic support in path to impact planning, developing IP strategies to support business development and commercialisation plans, efficient and effective transaction support and improved customer experiences by supporting licensing transactions in a consistent, timely and professional manner. |