# Administrative Services – CSOF6

Role summary for potential applicants

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| Advertised Job Title**:** | Intellectual Property Manager |
| Reference Number**:** | 57090 |
| Classification**:** | CSOF6 |
| Salary Range: | AU $109,474 to AU $128,282 plus up to 15.4% superannuation |
| Location**:** | Sydney preferred, Brisbane, Melbourne, Canberra may be considered |
| Tenure: | Indefinite/Ongoing |
| Relocation assistance**:** | Will be provided to the successful candidate if required |
| Applications are open to: | Australian Citizens Only  Australian/New Zealand Citizens and Australian Permanent Residents Only   * All Candidates |
| 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:** |
| CSIRO is seeking to appoint an experienced Intellectual Property (IP) Manager who will be responsible for building and managing the Data61 IP Portfolio, for engaging deeply with the Data61 Business Unit to develop Data61’s ability to treat its IP as a strategic asset, and for improving the effectiveness and efficiency of CSIRO’s IP portfolio management. You will be assigned to high-performance Research Groups primarily in the Computer Science field. You 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. Together with other members of the IP Management function, you will also drive the IP education process across the organisation. |

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| **Duties and Key Result Areas:** |
| **Deliver Intellectual Property support:**  Work as part of Data61’s Legal, Governance & IP team to build Data61’s ability to treat its IP as a strategic asset, including:   * Engaging deeply with Research Group leaders to identify and execute on IP education needs, and group and technology level strategies. * Co-ordinating Data61’s multidisciplinary IP Committee. * Managing workloads using agile methodologies and a customer-centric focus. * Developing the transparency and useability of Data61’s IP portfolio (across patents, trade marks, and software); working with Data61’s product management team to align IP and product/market strategies. * Provide proactive specialist IP advice and support to internal stakeholders. * Manage Data61’s 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 Data61 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. * Assist with 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 trade marks. * 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. * 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 Bachelor Degree in Computer Science is preferred (alternatively in electronic engineering or another numerate, analytical discipline), with 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). 3. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment. 4. **Adaptability:** Demonstrated flexibility in thinking, and responding to organisational change by adapting strategies, goals and priorities. 5. **Problem Solving:** Proven ability to anticipate and manage problems in ambiguous situations, develop appropriate solutions based on thorough evaluation and interpretation, and defend the conclusions with reasoned arguments.   ***Essential Criteria:***   1. Strong IP knowledge with expertise in all or most of the following areas, particularly as they relate to software and related technologies: patent laws and practices; confidential information and trade secrets; licensing; patent and other IP dispute resolution; trade marks, copyright and other forms of IP; commercial knowledge to complement legal/patent attorney knowledge. 2. Demonstrated experience in managing IP portfolios and advising on IP-related aspects of commercial transactions. 3. Strong 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 and trusted relationships in cross functional teams across the organisation and with external stakeholders. 6. The ability to work effectively in a team environment, to working collaboratively both internally and externally, to providing guidance to managers and staff, and a demonstrated ability to deliver outcomes in a timely and customer-centric manner. 7. Demonstrated ability and willingness to generate improved solutions to highly complex problems and resolve complaints using creativity, reasoning and past experience, and a demonstrated commitment to continuous improvement in relation to organisational management and use of IP.   **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 across a broad spectrum of computer science and related technologies. 3. Experience working with product managers and aligning IP, market and product strategies.   **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 <https://jobs.csiro.au/> and enter requisition number **57090**. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’)  Please load your CV (Maximum 2MB). You may also be required to respond to some screening questions.  If you experience difficulties applying online call 1300 984 220 for assistance. Outside Australian business hours please email: [csiro-careers@csiro.au](mailto: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:  Simone Tyndall via email: [Simone.Tyndall@csiro.au](mailto:Christine.Emmanuel@csiro.au) or phone: +61 3 9545 8013.  Please do not email your application directly to Simone Tyndall. 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).  We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you.  Find out more! [CSIRO Balance](https://www.csiro.au/en/Careers/A-great-place-to-work/Work-life-balance)  **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. |