# Position Details

# Administrative Services – CSOF6

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| Advertised Job Title**:** | Intellectual Property Manager – Data61 |
| Job Reference: | 59363 |
| Salary Range: | AU $111k to AU $130k per annum, plus up to 15.4% superannuation |
| Location**:** | Sydney preferred, Brisbane, Melbourne, Canberra may be considered |
| Tenure: | Indefinite |
| 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 |
| Percentage of Client Focus - Internal: | 80% |
| Percentage of Client Focus - External: | 20% |
| Reports to the: | IP Team Leader |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Ms Anna Johnston by email [Anna.Johnston@csiro.au](mailto:Anna.Johnston@csiro.au) or phone 03 9545 8156 |
| Contact Details For Technical Issues: | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au). |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’) |

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**Role Overview:**

The position of Intellectual Property (IP) Manager is responsible for building and managing the Data61 IP Portfolio, for engaging deeply with the Data61 business 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.

The position works closely with the Science Group teams, primarily in the Computer Science field, providing professional expert advice and contributing to the delivery of large and complex transactions. The IP Manager protects CSIRO’s IP, and drives understanding of CSIRO’s Freedom to Operate (FTO) position. Together with other members of the IP Management function, the IP Manager will also drive the IP education process across the organisation.

## 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, trademarks, and software); working with Data61’s product management team to align IP and product/market strategies.
* The provision of proactive specialist IP advice and support to internal stakeholders.
* Managing 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.
* Searching IP databases and using the IP landscape to provide advice on patentability, freedom to operate, infringement & validity and contributing to the development of commercialisation plans.
* Utilising IP and commercial expertise in generating revenue streams and seeking business development opportunities for CSIRO.
* Contributing to the development and implementation of IP policy.
* Assisting with IP litigation and dispute resolution.
* Supporting ongoing development of improved education and training systems across the business.
* Improving IP-based competitive intelligence systems throughout the organisation.
* Preparing and or assisting in the negotiation and sign-off on 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.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed research team and business unit, to carry out tasks in support of CSIRO’s scientific objectives.

**Other duties and responsibilities**

* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as 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.

## Competencies:

1. **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
2. **Influence and Communication:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas
3. **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, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
4. **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.
5. **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
6. **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

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

## Pre-requisites:

1. **Education/Qualifications:** A bachelor’s degree in Computer Science or Electronic Engineering is preferred although candidates with another numerate, analytical discipline or with relevant skills derived from industry experience will be considered.
2. **Communication/Interpersonal:** Exceptional oral and written communication skills and a demonstrated ability to foster and develop strong and trusted relationships in cross functional teams both internally and externally.
3. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment.

## Essential Criteria:

1. Experience in IP management, including or in addition to 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).
2. 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; trademarks, copyright and other forms of IP; commercial knowledge to complement legal/patent attorney knowledge.
3. Demonstrated experience in managing IP portfolios and advising on IP-related aspects of commercial transactions.
4. Strong leadership and collaboration skills and a demonstrated ability to think and act laterally and strategically.
5. Demonstrated ability to deliver IP knowledge transfer across an organisation.
6. The ability to work effectively in a team environment, work collaboratively both internally and externally, provide guidance to managers and staff, and a demonstrated ability to deliver outcomes in a timely and customer-centric manner.
7. A proven commitment to continuous improvement in relation to organisational management and the 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.

## Special Requirements:

Evidence of a current national police check or ability to obtain.

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!

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.