

1. Advertisement

Post Title: IP and Commercialisation Manager

School/department: Research & Enterprise / Innovation & Business Partnerships

Hours: Full time or part time hours considered up to a maximum of 1 FTE.

Requests for flexible working options will be considered (subject to business need).

Contract: permanent

Reference: 8558

Salary: Starting at £35,333 to £42,155 per annum, pro rata if part time

Placed on: 22 November 2022

Closing date: 13 January 2023. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed

Expected start date: As soon as possible

An exciting opportunity has arisen for an experienced IP & Commercialisation Manager to lead on the development and management of their own portfolio of enterprise projects. We are looking for an enthusiastic, positive and engaged individual with experience of intellectual property commercialisation in the UK university sector or industry able to engage effectively with internal and external stakeholders. This is a fantastic opportunity to join a dynamic team seeking to build on recent success to increase both the level and scope of its activities.

The ideal candidate will be experienced in identifying research with commercial potential, evaluating the Intellectual Property position, supporting patenting where appropriate and structuring plans to move the research towards commercialisation. The role also contributes to the training and development of academic colleagues in areas related to IP commercialisation. With excellent communication and interpersonal skills, you will be comfortable in working with colleagues at all levels and have experience in IP rights, IP systems and processes, licensing and spin-out company formation, and deal making and negotiation.

Some of the benefits of working at Sussex are outlined on the this page [Working at Sussex : Jobs : About us : University of Sussex](#)

Our priorities within the Innovation & Business Partnerships Team within Research & Enterprise Services have been to:

- **Invigorate research-led business engagement:** We have stimulated a more entrepreneurial approach to research through supporting new channels of commercialisation. The pace of our spinouts has accelerated more than six fold compared to the previous 20 years and the University's IP portfolio has increased by one and half times for the same periods. Last year (2020/21) Sussex's thriving community of 115 graduate and staff businesses enjoyed a combined turnover of £32m – an increase of one and three quarters times the volume of trade compared to 2018/19. Together these businesses attracted external investment of nearly £32m last year (up by nearly 175% in two years) and they now support 470 jobs, providing employment for more than 150 people than two years ago.
- **Promote and support enterprising students and staff:** We have substantially increased our capability to embed entrepreneurial learning, engage students in extra-curricular entrepreneurship programmes and enabled graduate interns and student-led consultancies to create scalable opportunities to address real-world challenges.

The appointment of a substantial dedicated in-house student enterprise team has seen our registered graduate start-ups still trading after three years increase by one third to over 30 over two years.

• **Strengthen Sussex's contribution to the economic, social and environmental vitality of our region:** We have re-focused on making an active contribution to driving the civic and economic fortunes of our region, working closely with partners to manage common challenges and co-create new, innovation-focused economic opportunities. Together with the University of Brighton and our incubator Sussex Innovations, we now offer comprehensive SME facing innovation programmes across Brighton & Hove, East and West Sussex – funded through the Local Enterprise Partnerships and the EU, where previously there were none. Our goal is to be an 'anchor' institution in the city region, making a difference to the business vitality, civic leadership and social wellbeing locally as well as on a global stage.

Please find further information regarding the division at <https://www.sussex.ac.uk/collaborate/>

Please contact Keith O'Brien - Email K.E.O'Brien@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at <https://www.sussex.ac.uk/collaborate/>

3. Job Description

Job Description for the post of: **IP and Commercialisation Manager**

Department: Research & Enterprise / Innovation & Business Partnerships

Location: Sussex Innovation Centre, Science Park Square, Falmer BN1 9SB / Hybrid

Grade: 7

Responsible to: Senior IP and Commercialisation Manager

Responsible for: None

The role is responsible for active management of the University's IP portfolio, driving the commercial exploitation of University of Sussex IP in order to generate income and momentum into the University's business pipeline. This includes producing regular accurate management reports for the senior leadership team, identifying future commercial opportunities in the research base and with relevant companies and advising academic and professional colleagues on effective commercialisation routes.

PRINCIPAL ACCOUNTABILITIES

1. To lead on the commercial exploitation of a portfolio of IP and enterprise projects from across the University in different technical disciplines, such as through IP licensing and spin-out company creation, to deliver impact and benefit to the University, wider community and the UK economy.
2. To proactively seek and develop the University IP pipeline of commercialisable ideas/projects by liaising with academic staff and Knowledge Exchange colleagues.
3. To embed the University's new policy on Exploitation and Commercialisation of Research and Intellectual Property, to ensure adoption of IP processes and engagement by academic staff, including organising training and development sessions for academics and students across the University.
4. To build strong business cases and strategies in line with developing the full potential of a project, to ensure successful commercialisation of projects and return on university investment, so as to strengthen the University's performance and metrics in the Knowledge Exchange Framework (KEF) and Knowledge Exchange Concordat (KEC).
5. To provide advice and analysis on IP rights to internal stakeholders and negotiate IP and commercial agreements with external companies such as IP licenses.
6. To contribute to development of systems and processes alongside KE colleagues to enable IP and projects to be managed efficiently and effectively.
7. To produce reports of IP and enterprise activity and performance to senior management and academic schools.
8. To form effective working relationships with academic schools and different departments in professional services, such as general counsel's office and finance, to be able to provide an holistic approach and service to internal and external stakeholders.

KEY RESPONSIBILITIES

1. Identify, develop, grow and lead the commercialisation of a broad portfolio of enterprise and IP projects/opportunities across different academic schools of the University.
2. Work closely with academic staff across the University to support the realisation of commercial potential in their research activities and the translation of research ideas to exploitable ventures in whatever form.
3. Conduct due diligence on new IP disclosures and innovations and assess the business case for IP protection and commercial viability, working with academic staff to develop their projects and initiating IP protection where relevant.
4. Develop relationships with external patent firms to procure new patent applications and manage the prosecution to grant of such applications with academic inventors.

5. Undertake IP searches / analysis and patent landscaping / competitor analysis to investigate patentability of new ideas and IP rights held by third parties in order to formulate the right IP strategies.
6. Negotiate legal agreements with external stakeholders and partners, such as term-sheets, MOUs, license agreements, IP assignments, and shareholder agreements, and lead the set-up and formation of new spin-out companies.
7. Raise the profile of knowledge exchange and IP commercialisation activities across the whole University and provide advice and training to academic staff and students of the IP policy and processes for supporting enterprise development and entrepreneurship.
8. Increase income from IP exploitation activity with the aim of creating a sustainable and self-financing operation to make positive returns on university investment so as to enable the University to reach its institutional and Knowledge Exchange Framework targets.
9. Produce reports of enterprise and IP activity to KE colleagues, academic staff and senior management to demonstrate effectiveness and transparency of work.
10. Contribute to policy and process development to maintain a culture of continuous improvement and development.
11. Work closely with colleagues in the central Innovation & Business Partnerships team, particularly the Senior IP & Commercialisation Manager and the IP and Commercial Relationships Officer, Business Partnership Managers and other KE colleagues – and especially at the Sussex Innovation Centre - to ensure an integrated service is delivered internally and externally, and new ideas / IP is profiled and matched to the right external stakeholders.
12. Contribute to the development of marketing profiles or case studies of the University's IP and technologies for internal or external audiences.
13. Advise on IP agreements or IP clauses in contracts to colleagues in Research & Enterprise and academic staff.

Carry out any other duties that are within the skills and abilities associated with the role whenever reasonably instructed.

Dimensions

- This role does not have any line management responsibility, nor any responsibilities for equipment or premises.
- The post holder reports to the Senior IP & Commercialisation Manager, working under their general direction within a clear framework. The post holder will manage their own work to achieve their agreed objectives. They will play a key role in supporting the Senior IP & Commercialisation Manager to achieve the strategic and operational goals of the University, Professional Services & the Research & Enterprise Division. The post holder is expected to work collaboratively across the University and with key stakeholders to

deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

- The post holder will support the achievement of the team's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the role. Additionally, the post holder will promote good practice in relation to university policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
- The post holder is expected to balance effectiveness and cost-efficiency in the oversight of the HEIF budget, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing resources effectively and efficiently.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Degree or other equivalent qualification, or relevant level of experience, as appropriate to the subject area.
2. A detailed practical knowledge and understanding of intellectual property law, contracts and commercialisation of IP rights as applied in the Higher Education or University context.
3. A proven track record of managing an IP portfolio of projects and IP rights leading to successful commercialisation outcomes, in a university or commercial setting.
4. An understanding of knowledge exchange, funding streams and the wider policy environment in which universities operate.
5. Excellent oral and written communication skills with the ability to present policy and procedure and communicate complex technical information in a way that can be understood by the audience.
6. Well-developed interpersonal skills with the ability to effectively influence and persuade in area of expertise, effectively contribute to team working to build and develop working relationships, and work with external professional KE networks.
7. Analytical skills with the ability to generate effective solutions and make effective decisions.
8. Ability to plan, manage and prioritise own workload, respond to changing priorities and deliver innovative solutions to deadlines maintaining a consistently high standard of service and meeting client needs.
9. Effective IT Skills on MS platform. Experience using functional databases.

10. Ability to travel in the UK to visit business contacts or attend sector-specific events if needed.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Excellent knowledge of intellectual property, particularly patents and copyright, and ways to commercially exploit research ideas and IP, such as IP licensing and spin-out company formation.
2. Proven experience in the negotiation of technology transfer agreements and closing deals with commercial companies.

DESIRABLE CRITERIA

1. Relevant professional experience gained in a relevant industry sector or similar.
2. Professional qualification or certification in relevant professional area.
3. Experience of working in a higher education or knowledge exchange environment.