

POSITION DESCRIPTION – General Staff

For levels 6/7 and above

Position Title: Manager Innovation and Commercialisation – Engineering, Commerce & Law

Level: 10

Faculty/Division: Research and Innovation Division

Department/Location: Innovation and Commercial Research

Primary purpose of the position:

Increase funding opportunities for new areas of strategic research by leveraging the Faculties intellectual capital resources through the development of new business and the commercialisation of its intellectual property assets. Raise awareness and enhance the skills of research staff to identify, protect and manage the Faculties intellectual capital and realise these new business opportunities.

Enhance the capability of the Faculties to develop new collaborative relationships with Industry and the private sector, and to accelerate the generation of additional research funds from these commercial relationships in support of the Faculties research activities.

Identify, evaluate, prioritise and promote those projects that have the potential to create commercially valuable intellectual property and those individuals who can foster an innovative and entrepreneurial culture within Faculties in creating the pre-eminent Australian research precinct.

Accomplish these objectives by making optimal use of the extensive skills and infrastructure support available within the Faculties at the University of Wollongong.

Position Environment:

The Innovation and Commercial Research Team delivers engagement with the University researchers through the facilitation of strong and positive relationships with government bodies, the commercial realm, industry, communities and our academic research facilities.

UOW is a rich source of novel concepts and technologies. UOW's Commercialisation Managers (CMs) work closely with researchers to identify ideas which have real commercial potential. UOW works with businesses and investors to protect and commercialise the latest in UOW's technologies.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Work closely with Faculty members to identify and pursue the development of new opportunities arising from research activities through interactions with the private and public sectors.			
2.	Identify new business opportunities and develop new collaborative relationships with Industry.			
3.	Raise awareness and enhance skills of research staff to identify, protect and manage the Faculties intellectual capital.			
4.	Participate in the Faculties management teams to determine specific strategies for market development and technology commercialisation.			
5.	Conduct regular audits of the Faculties research capabilities and Intellectual Property assets.			
6.	Prepare patent applications, liaise with the University's patent attorneys and other agents, and help manage the Faculties intellectual property portfolio.			
7.	In association with University staff, devise strategies for the development of Faculties commercial income, including market research, analysis and scenario planning.			
8.	Facilitate intellectual property workshops & seminars periodically, and provide advice to Faculty staff on intellectual property protection, technology transfer and commercialisation.			
9.	Assist the Executive Officer and Finance Officer to develop revenue and budget forecasts annually, review monthly.			
10.	Provide quarterly written reports on activities, projects and forecasts, or more frequently as requested.			
11.	Keep management informed of all activities on a weekly basis, including prospects, progress of marketing and negotiations, issues relating to project management and protection of intellectual property.			
12.	Recommend action to reduce actual or potential problems affecting internal/external customer satisfaction.			
13.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing	
14.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
15.	Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/document	To ensure a safe working environment for self & others.	Ongoing	

Reporting Relationships:

Position Reports to:	The incumbent will report on an operational day-to-day basis to the GM of StartPad iAccelerate Hub, and formally to the Director of Innovation and Commercial Research.
The position supervises the following positions:	
Other Key Contacts:	Director, Innovation and Commercial Research, Executive Dean of Business, Executive Dean of Engineering, Head of Law, Innovation and Commercial Research Commercialisation Managers, Faculty Research Managers in Business, Engineering and Law.

Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
KCA	3/year
AUTM	1/year
LES	1/year
DIISR	6/year
CRCs	Potentially monthly
Commercialisation Australia	3/year

Key Challenges:

1. Managing the conflicting needs of researchers to publish and concentrate on their research with commercial requirements
2. Having a broad portfolio of responsibility

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Proven business development experience and strong commercial acumen
- Proven negotiations and communication skills
- Experience or exposure to intellectual property management and licensing
- Experience or exposure to drafting legal contracts and agreements
- Experience or exposure to technology licensing
- Project management experience
- Exposure to research, training or teaching at a tertiary institution and understanding of a university environment
- Excellent comprehension and verbal and written communication skills
- Experience or exposure to drafting legal contracts and agreements

SELECTION CRITERIA - Education & Experience:

Essential:

- Tertiary qualifications in engineering or a related field
- Significant industry experience

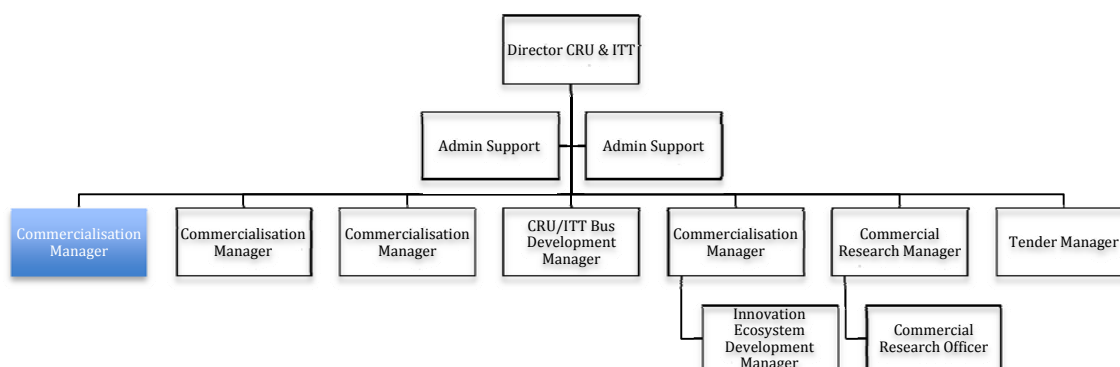
Personal Attributes:

- Ability to work well under pressure with constant and concurrent deadlines.
- Ability to work in a dynamic, unstructured environment.
- Ability to interact successfully with different type of people from individual researchers to CEOs of large corporations.
- Well developed marketing/sales skills.
- Able to learn quickly and adapt to new circumstances.
- Keen interest in technology and new innovation.
- Capable of discussing and understanding the science/technology at both the academic and commercial level.
- A team player with a recognition of the need to maintain close communications with researchers and clients, but able to operate independently when required.
- Persuasive; Self-starter; Proactive; Creative; Persistent; Resilient.

Special Job Requirements:

Organisational Chart:

Please attach an up to date organisational chart to this position description.



Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____