



Dublin City University
Intellectual Property (IP) Operations Manager
Research & Innovation Support/Invent
Full time fixed term contract to 31st December 2016

Background & Role

DCU launched its Strategy for Research and Innovation in June 2013. DCU sets out to be recognised internationally as a globally engaged research-intensive university of enterprise that is distinguished by its focus on translation of knowledge to societal and economic benefits. To do so, and based on its areas of academic excellence, DCU has organised its research and innovation activities into a matrix structure comprising four 'research and enterprise hubs', led by Hub Directors, that closely match key areas identified by the national Research Prioritization exercise and in Horizon 2020. The Hub Directors and the business development team at Invent DCU, led by Director of Innovation at DCU manage the relationships with industry.

Invent is DCU's Innovation and Enterprise Centre and Technology Transfer Office based on the main DCU campus. The mission of Invent is to work with both external companies and our researchers to promote innovation, knowledge transfer and commercialisation of DCU innovations through licensing and start-up companies. The team at Invent provide the critical link between the university and business and help entrepreneurs to identify suitable translational research opportunities, consultancy expertise and contract research options.

DCU now wishes to appoint an IP Operations Manager to support both the Invent team and the Research and Enterprise Hubs.

Reporting to the Director of Innovation, the IP Operations Manager will support the Business Development Managers at Invent DCU in negotiating appropriate licensing and IP terms in collaborative research agreements, licences, Innovation Partnerships, industry funded scholarship schemes and EU Horizon 2020 research projects.

Duties and Responsibilities:

- Draft, review and negotiate licence agreements, working with the Business Development Managers

- Liaise with patent agents and DCU inventors during the patent filing and prosecution process and ensure timely responses to office actions and related matters.
- Review consultancy and facilities access contracts.
- Review and negotiate confidentiality agreements, through Business Development Managers and IP Managers as needed.
- Prepare metrics reports as needed and be responsible for completion of annual surveys for Knowledge Transfer Ireland and other agencies.
- Maintain database and records of financial transactions with patent agents and licensees.
- Review of IP declarations for EI Commercialisation Fund Grants.
- Update template licence and other relevant agreements as agreed with the Director from time to time.
- Liaise with Commercial Development Managers and intellectual property managers of SFI funded centres on IP matters.
- Undertake any other IP and contract related duties as required by the Director from time to time.

Experience and Qualifications

The successful candidate will have:

- A post-graduate qualification in science or engineering.
- A minimum of 5 years relevant professional experience, at least three years of which were within an Irish academic technology transfer office is an essential requirement
- Significant experience of dealing with patent agents and researchers during the patent prosecution process.
- A thorough understanding of collaborative research agreements and national intellectual property policy with relevant practical experience.
- Familiarity with Enterprise Ireland, Science Foundation Ireland, Irish Research Council and EU FP7/Horizon 2020 contract terms and conditions.
- Good interpersonal skills with an ability to work well as part of a matrix structure.
- Excellent communication skills and verifiable experience negotiating IP contracts with industry and collaborative research partners.

Closing Date: Monday 6th April 2015

Salary: €54,331 – €83,023 (Administrator II)
€48,898 – €79,262*

**Applies to new entrants to the public sector after 01 January 2011
Appointments will be commensurate with qualifications and experience*

Application Procedure

Informal enquiries to:

Mr Richard Stokes, Invent CEO and DCU Director of Innovation, DCU, Dublin 9, Ireland
E-mail: richard.stokes@invent.dcu.ie

Please do not send applications to this email address, instead apply as described below

Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Please clearly state in your email and application the role that you are applying for.

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: Insert hr.applications@dcu.ie

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