

INTELLECTUAL PROPERTY SPECIALIST

FULL-TIME, PERMANENT

JOB OVERVIEW: The IP Specialist's role works across all Intellectual Property related work for Te Herenga Waka—Victoria University of Wellington's portfolio of pipeline projects, while also applying a technical leadership focus in their area of expertise. This area of expertise is aligned to an assigned specialisation area of Biotech or Engineering. Our IP Specialist uses their legal IP expertise and background to deliver on a broad range of IP related duties, in addition to their specialised area of focus. A critical member of the Wellington UniVentures team, supporting organisation-wide IP and commercialisation process.

KŌRERO MŌ TE TŪRANGA- ABOUT THE ROLE

Our IP Specialist plays an important role for Wellington UniVentures, involved across the IP and Commercialisation process. Key responsibilities include:

- IP novelty searching and analysis.
- Assessment of IP strategy and landscape.
- Manage external IP counsel.
- Manage relationships with IP counsel at academic collaborator institutions.
- Prepare deeds of assignment to transfer ownership of intellectual property to Wellington UniVentures.
- Facilitate and manage the IP filing process for patents, designs and trademarks.
- Manage IP prosecution process, prosecution deadlines and manage the Wellington UniVentures IP portfolio.
- Manage renewal schedules and payment of renewals.
 - Manage IP-related invoicing including from external IP counsel and invoicing IP costs to our licensees and start-ups.
- Educate and communicate with academics, the commercialisation team, and start-ups.
- Contribute to commercialisation projects and communicate with Commercialisation Managers.
- Contribute to applications to secure pre-seed funding.
- Drawing on your intellectual property expertise in the area of Biotech or / Engineering/physics, the go to person across Wellington UniVentures for IP related activities in this area of expertise.
- Keeping abreast of IP development within this area of focus, ensuring IP activities are aligned.

- Meeting and maintaining professional development requirements as set by the Trans-Tasman IP Attorneys Board.
- Adherence to Code of Conduct for Trans-Tasman Patent and Trade Marks Attorneys 2018.

Ō PŪMANAWA - ABOUT YOU

Our perfect person will have some or all of the following education, experience and knowledge:

- Degree level qualification or above in a relevant area of scientific study (for example: chemistry, biology, engineering, or physics).
- Qualification as a registered Trans-Tasman Patent Attorney or equivalent overseas experience with 2-3 years post qualification experience as a Patent Attorney.
- Demonstrated expertise and or experience in IP law in the area of Biotech (preferred)/ or Engineering/physics
- Ability to manage external consultants and contractors.
- Proven experience in intellectual property protection and management.
- Demonstrated ability to maintain effective relationships with stakeholders, both internally and externally.
- Experience managing or working with structured project documentation.
- Demonstrated experience in a role that requires a high level of attention to detail.
- Ability to understand complex technologies and interpret their application in a commercial environment.

MŌ TE PAEWAI -ABOUT US

We are Wellington UniVentures - Victoria University of Wellington's commercialisation office.

As part of the university, Wellington UniVentures aims to be the acknowledged leader in successfully taking Wellington's knowledge to the world. We are deeply connected to our University's research, converting it into valuable outcomes and capabilities to sustainably grow our region and change lives. We're proud that this is an exciting place to work and we are looking for someone who has the vitality and attitude to join us on our journey.

Wellington UniVentures has a strong commitment to staff development and wellbeing and offers access to a wide variety of workshops for you to continue to learn and develop, subsidised onsite gym membership, health and wellbeing events, and additional annual leave days.

Please see the [role description here](#).

If this role sounds like you and you're interested in joining a small, collaborative and busy team, please [apply now](#) with a cover letter and your CV – we'd love to hear from you right away!

We are committed to ensuring the health, safety and wellbeing of all our staff and contractors. As part of our broader COVID-19 management strategy and to further protect the wellbeing of our staff, customers and partners from COVID-19, we support and encourage all our staff to be vaccinated. If you have any concerns or questions about this, please talk to us.

Wellington UniVentures is committed to providing a working environment that embraces, values and reflects the diversity of the community it serves.

MORE INFORMATION

Find out more about working at Wellington UniVentures, contact our HR Manager.

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