

LEGAL EXECUTIVE

FULL-TIME, PERMANENT

JOB OVERVIEW: The Legal Executive is a trusted member of the Wellington UniVentures team, responsible for providing vital and high level quality coordination and legal administration support across the broad array of Intellectual Property management, ensuring timely delivery of day to day IP coordination and legal administration support. The IP team provide proactive solutions for IP related activities to support organisation-wide IP and commercialisation process. Our Legal Executive plays a critical role in ensuring efficient and effective coordination to support these activities.

KŌRERO MŌ TE TŪRANGA- ABOUT THE ROLE

Our Legal Executive reports to the IP Manager and works closely with IP Manager and IP Specialist to ensure Wellington UniVentures meets its obligations around IP processes. Responsible for the proactive coordination of IP management processes such as:

- Management of Foundation IP docketing system.
- Assisting with deadline management including prosecution and renewal deadlines for patents, trademarks and designs.
- Creating, managing and updating electronic files.
- Assisting with the deadline management of the invention disclosure process.
- Management of filing formalities and national phase filing.
- Management of invoicing to subsidiaries.
- Document preparation, analysis and interpretation, including deeds of assignment.
- Preparation and management of filing formalities including powers of attorney, declarations, and information disclosure statements.
- Generating reports and preparing schedules for key stakeholders.
- Trademark searching.
- Searching of public IP records and acquisition of information.
- Assisting and managing communication and relationships with external intellectual property service providers.
- Responsible for reporting, data integrity and proactively finding and escalating key pieces of data and information as required on IP related systems.
- First level support on renewals, attend to Official Information Act requests if/ when they arise.

- First level support on administrative queries from UniVentures and wider academic team, drafting and amending deeds of assignment, filing formalities, reports to stakeholders.
- Preparation activities with respect to benefit share.

Ō PŪMANAWA - ABOUT YOU

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

- Diploma in Legal Executive Studies required, or equivalent, or equivalent overseas study.
- Proven IP experience, preferably 1-2 years minimum.
- Understanding of contracts and commercial arrangements required.
- Experience in the preparation, analysis and interpretation of legal documents, specifically deeds of assignment required.
- Trademark searching experience preferred
- Proven experience coordinating legal documentation and requirements with different parties through demonstrated experience in proactively contacting parties.
- Demonstrated experience adding value to processes, a high level of attention to detail, ability to maintain effective relationships with stakeholders, and exceptional time management and organisational skills.
- Demonstrated experience in working with and maintaining a database of files and deadlines.
- Demonstrated ability to use technology to work effectively and efficiently e.g. Microsoft Word, Excel and Outlook - experience with Foundation IP valuable.

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 [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.

E: sara.gerhart@wellingtonuniventures.nz

T: +64 29 020 13136

