

IP Analyst

(30 month fixed term contract, intended to commence January 2014)



OBJECTIVES OF THE JOB:

The IP Analyst will assist the Management of the Tech Transfer Unit in a variety of activities, including:

- soliciting and evaluating new inventions created by University staff and students for protection and commercialization,
- undertaking searches and desktop studies to provide inputs and analysis for defining protection and commercialisation strategies, and other functions of the office.
- record keeping and administrative functions required to ensure good governance and audit trails of decision making by the TT unit, as well as the University's compliance with the Intellectual Property Rights from Publicly Financed Research & Development (IPR) Act

SPECIFIC JOB FUNCTIONS:

1. IP Management

- Recording all invention disclosures into the relevant systems accurately and timeously
- Recording all relevant information in respect of IP in the portfolio, associated protection filings and prosecution, and maintenance thereof in systems accurately and timeously.
- Assisting in the interaction with University staff and students to solicit invention disclosures and ensure disclosure process is understood and followed, and receive invention disclosures.
- Providing supporting research, analysis and co-ordination functions to assist the unit in the evaluation of inventions with regard to defining an appropriate protection strategy including suitability for registered protection e.g. patentability, assessing likely countries to file for protection, preliminary market analysis, etc.

2. IP Commercialisation

- Assisting in driving processes around the Wits Seed Fund or similar funding mechanisms, including undertaking desktop analyses to assist in development and/or evaluation of proposals, deliverables, maintaining records of decisions, etc.
- Keeping full records of any licensing or new venture creation agreements, in the relevant systems, accurately and timeously.
- Providing assistance as required in the development of a commercialization plan for each commercially viable technology/invention, including identification of potential partners, licensing and proposals/business plans for funding for new venture creation.
- Assisting in preparing information as required by management to inform negotiations of commercial terms for licensing and new venture creation.

3. University IP Policy and IPR Act Compliance

- Preparation of disclosure reports to NIPMO
- Maintaining records of all decision making in respect of the university's IP policy and decision making structures.
- Assistance in preparing submissions to the National Intellectual Property Management Office (NIPMO) if and when required by the IPR Act, including formal referrals, and maintaining full records of same.

4. IP Awareness generation

- Co-ordinating and supporting initiatives of the unit such as arranging events of the Wits Innovator's Forum, IP Seminars

- Assisting in maintaining news and other sections of the TT website
- Assisting in writing marketing briefs for use in brochures and the TT website

Any other activities as required by Management of the TT unit

QUALIFICATION AND EXPERIENCE REQUIREMENTS:

The successful incumbent shall have as a minimum:

- A Master's Degree in Science, or Bachelor's Degree in Engineering
- 2 years working experience preferably in a technology development or commercialisation context
- A passion for and interest in learning about the management and commercialisation of intellectual property/technologies.
- Excellent communication skills
- Demonstrated interest in working across different fields
- Excellent organisation skills and attention to detail.

Intention to or registration for further qualifications in law, business or IP and/or experience in technology development etc, will be considered an advantage.

This is a developmental position, co-funded by the National IP Management Office, with commensurate salary and opportunities for training and development.