POSITION DESCRIPTION

POSITION TITLE: Business Development Associate (Patent)
CLASSIFICATION: AO5
DIVISION: Support
DEPARTMENT: Research Support and Governance
LOCATION: Herston

POSITION OBJECTIVES
The primary objectives of the position are to:
- coordinate, manage and report on patents by facilitating patent filing and maintenance activities with the Business Development Unit and external patent agents;
- establish sound and defensible IP strategies; and
- manage, co-ordinate and deliver day to day business development activities;

ORGANISATION CONTEXT
QIMR Berghofer is a statutory body under the QIMR Act (1945). The mission of QIMR Berghofer is to promote the wellbeing of humankind through medical research, to maintain within the State of Queensland an internationally recognised Centre for Medical Research, to develop that Centre as the primary focus of Medical Research within the State and to cooperate with, and where possible assist the work of other medical research establishments within the State and throughout the world.

The Support Division is divided into groups that provide support for the conduct of internationally competitive research programs and projects. The Support Division consists of five departments: Finance and Administration, Research Support and Governance, Human Resources, External Relations, and Scientific Services.

The Business Development Unit (BDU) forms part of Research Support and Governance and provides the interface between researchers and commercial partners. BDU help researchers to progress technologies from the laboratory bench to the market and industry clients to access Institute technologies and expertise.

REPORTING STRUCTURE
The Business Development Associate reports directly to the Business Development Manager; however is expected to work with a high degree of independence in the determination of priorities and work standards within the position's areas of responsibility.

PRIMARY RESPONSIBILITIES
- Manage the Intellectual Property portfolio including maintenance of the register, liaison with scientist and patent attorneys, correspond with licensees, and associated activities
• Develop and implement best practice commercial and intellectual property systems to facilitate the intellectual property policy and commercial strategy
• Contribute to the overall policy development, effective management and future directions of the conduct of commercial operations
• Identify and evaluate scientific and commercial opportunities with major Pharmaceutical and Biotechnology companies
• Liaise with funders, venture capital providers and potential licensees for the development of intellectual property
• Encourage and support scientists in the development of proposals to state and federal government for pre-seed funding
• Process Material Transfer and Confidentiality Agreements associated with the Institute’s research activities, including correspondence and negotiation of suitable terms and conditions with collaborating institutes, companies and legal representatives.
• Maintain Agreement Registers that compile Licensing Agreements, confidentiality agreements, material transfer agreements and other documents relating to intellectual property management, commercialisation and business development
• Participate in the management of projects, which have a commercial focus
• Effectively contribute to the BDU as a key team member, liaising with other staff within the unit to deliver common goals.
• Ensure work practices comply with the requirements of the Work Health and Safety Act, related legislative requirements and the Institute’s OH&S polices and procedures

KEY SELECTION CRITERIA (Qualifications, Experience, Skills and Abilities):

**Essential**

• A post graduate degree in a science or science related discipline with at least two years’ experience working in a patent firm or commercial environment, or equivalent combination of qualifications and experience.
• Ability to review and discuss medical research projects and to conduct intellectual property process and invention audits
• A good understanding and experience with the prosecution of patents and commercialisation of intellectual property
• Good project management skills with the ability to participate in the management of projects, which have a commercial focus
• Excellent verbal and written communication and interpersonal skills
• Demonstrated experience in working autonomously and in a small dynamic team

**Desirable**

• Patent qualifications