JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Intellectual Property and Contracts Manager (IPACM)</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Research &amp; Enterprise</td>
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<tr>
<td>Job type</td>
<td>Full Time</td>
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<tr>
<td>Grade:</td>
<td>8</td>
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<tr>
<td>Accountable to:</td>
<td>Head of Intellectual Property and Contracts (HIPAC)</td>
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<tr>
<td>Accountable for:</td>
<td>N/A</td>
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Purpose of the Post

The efficient and effective management of the College's academic research and research related commercial agreements/contracts and Intellectual Property portfolio are central to the success of its research grant and commercialisation activities.

Responsible for these areas, the post holder is a key member of the Intellectual Property and Contracts team within Research & Enterprise.

Key Tasks

1. Management of delegated research related agreements and contracts, such as those for externally funded research projects and research grants, collaborative research partnerships, material transfers, single and multi-party non-disclosure and confidentiality arrangements.

2. Management of delegated aspects of research related intellectual property, such as inventions and patents (including appointment and management of patent agents), copyright, licensing and other commercialisation and intellectual property access agreements.

3. To provide expert advice and or to commission expert external advice related to 1 and 2, to the College academic community, Research & Enterprise colleagues and College senior management.

4. To provide expert advice and operational support (e.g. by taking part in negotiations) to academic and Research & Enterprise colleagues related to 1 and 2.

5. To devise and maintain systems necessary for the safe storage, controlled access and retrieval all agreements and contracts related to 1 and 2.
6. To assist HIPAC maintain the College’s Intellectual Property policy and provide advice on its interpretation and implementation to all members of the College academic (staff and students) and professional services communities.

7. The post holder will be expected to contribute to the development of Research & Enterprise’s research grant, intellectual property and commercialisation strategy and to participate and contribute to their successful implementation.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Internal and external relationships**

The following list is not exhaustive, but the post holder will be required to liaise with:

**Internal:**

- Head of Intellectual Property and Contracts (HIPAC)
- Individual members of academic staff
- Finance leads and administrators
- Business Development Managers
- Heads of departments
- Members of the Research & Enterprise Team
- Students

**External:**

- External clients
- External Project Partners – Other universities and private sector partners
- Innovate UK
- Industrial parties