JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Technology Transfer Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Research and Enterprise</td>
</tr>
<tr>
<td>Job type</td>
<td>Professional</td>
</tr>
<tr>
<td>Grade:</td>
<td>7</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>Head of Contracts and Intellectual Property</td>
</tr>
<tr>
<td>Accountable for:</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose of the Post**
To support the R&E Department and academic researchers in the identification of IP of commercial value, to advise on and make arrangements for the protection of University IP and support the IP Commercialisation Process.

**Key Tasks**

To develop and maintain strong relationships with College staff and to have a broad understanding of their respective fields of academic research. The postholder will work across a range of disciplines although will be expected to have specific knowledge and expertise within the field of biological sciences.

To audit College research activities to identify technologies and techniques with potential commercial applicability. To conduct invention disclosures.

To assist the Head of Contracts and Intellectual Property in managing the College patent portfolio and IP protection activities, and to liaise with and instruct external patent agents as appropriate.

To support all aspects of the College’s commercialisation process through to strategy development stage, working closely with other members of the R&E Department as required.

To assess commercially exploitable IP and to assist with determining the most suitable commercialisation routes and funding sources. To provide expert advice to the Head of Contracts and Intellectual Property and R&E Senior Management Team, and work with Business Development Managers to progress commercial development.

To support the development of new licensing agreements and their on-going management (including effective tracking of royalty payments)
To support the formation of College spin-outs and their ongoing management (including acting as the College's observer or director).

To build and maintain an active network of contacts and to facilitate links with potential licencees and relevant technology transfer organisations, working closely with Business Development Managers.

To provide advice and guidance to staff and students on all aspects of IP commercialisation including IP protection, ownership and College policies and regulations.

To contribute to workshops for academic staff and students to raise awareness of intellectual property and exploitation issues.

To support the Research and Enterprise Senior Management Team in the development of College policy, systems and procedures to underpin intellectual property management and administration.

To ensure royalty, milestone and annual payments due are promptly billed, relevant income is received, costs are recovered and royalty revenues are allocated accordingly;

To provide quarterly reports to the Head of Contracts and IP on activities, ensuring accurate and timely reporting of all commercialisation activity, patent renewal/registration cost forecasts.

Draft, review and issue core IP contract documentation (e.g. non-disclosure agreements, confirmatory assignments and exploitation agreements

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: