

## Job Description

<b>Job title:</b>	Technology Transfer Manager
<b>Department:</b>	Research & Innovation Services (RIS)
<b>Grade:</b>	8
<b>Location:</b>	University of Bath, Claverton Down, Bath

### Job purpose

The Technology Transfer Manager's role is to commercialise the University's research output to create impact and financial return. The Manager will build long-term strategic relationships on commercialisation opportunities, creating future long-term income for the University.

The postholder will be part of the team that is responsible for the University's patent portfolio and associated budgets. They will also play an active part in managing the Impact Acceleration Account (IAA), identifying suitable academics/projects for funding and input into the allocation of funds.

The role provides specialist professional services to the academic community including Intellectual Property (IP) due diligence, IP protection and IP portfolio management. The manager is also expected to develop an innovative commercialisation strategy, creative deal structuring and deal closure. The role is to translate academic research and expertise into projects that make a tangible difference to businesses and academics through the filing of patent applications, technology licensing and the formation of spin-out companies as appropriate.

The Technology Transfer Manager will also be expected to deputise for the Head of Technology Transfer as required.

### Source and nature of management provided

Head of Technology Transfer

### Staff management responsibility

Potential for line management as required

### Special conditions

On occasions there will be the requirement for travel

<b>Main duties and responsibilities</b>	
<b>1</b>	To work with University based academics to identify opportunities for impact and financial gain through commercialisation of Intellectual Property (IP).
<b>2</b>	To provide encouragement, expertise and guidance to academics to facilitate their engagement in innovation and commercialisation of IP activities.
<b>3</b>	To develop detailed knowledge of high impact research areas, develop a pipeline of commercialisation projects and proactively manage these projects from new opportunity disclosures through to deal completion ensuring all aspects of the commercialisation process are addressed as outlined in the University's stage gate process.
<b>4</b>	To lead detailed technology, commercial and IP due diligence of research outputs to determine alignment with market applications.
<b>5</b>	To lead negotiation of commercial terms for licensing, sale or co-development of IP projects for deal completion.
<b>6</b>	To provide commercial input for commercialisation-related contracts.
<b>7</b>	To work with senior colleagues to proactively review and contribute to ongoing service development and promotion of University IP commercialisation.
<b>8</b>	To lead creation of early stage University spin-out companies, providing guidance to academic founders, working closely with investors, business case building and where appropriate, representing the University on company boards.
<b>9</b>	To provide ongoing management of licence and revenue share arrangements to ensure contractual adherence.
<b>10</b>	To build and maintain effective relationships with partner organisations, including patent agents, funding bodies, joint IP owners, consultants, entrepreneurs and other technology transfer organisations.
<b>11</b>	To manage and record the patents that are related to the projects they are managing and to ensure that new patent applications are completed correctly and promptly and existing patents are maintained and remain valid.
<b>12</b>	To apply robust project management principles to commercialisation activity. Manage information systems to ensure underlying support for commercial opportunity disclosures, patent and contract administration processes.
<b>13</b>	To support completion of relevant external funding applications and development of proof of concept funding applications, aligning key technical

## Job Description

	development milestones with commercialisation objectives, ongoing project appraisal, IP audit and reporting progress and outcomes to University committees as required.
<b>14</b>	To support the Head of Technology Transfer in all areas of their role, deputising as necessary and leading on projects.
<b>15</b>	Other duties as directed, commensurate with the grade of this role.

<b>Criteria: Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>
Educated to degree level or equivalent in a relevant discipline	✓	
Postgraduate research degree or business qualifications (e.g. MBA)		✓
<b>Criteria: Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
A scientific background in one or more of the following fields; physical sciences, engineering or informatics and demonstrable competencies in technology-related project management and business development	✓	
Evidence of experience of working on multiple projects with differing priorities and timelines	✓	
Proven knowledge and experience in protecting research outcomes by the patenting process including experience of IP analysis, developing strategies for patent prosecution and dealing with relevant suppliers		✓
Effective management of a patent portfolio, making decisions on the initiation and continuation of a patent application, considering potential commercialisation strategies and available budget		✓
A thorough understanding of how to maximise different routes to commercialising research	✓	
Proven ability to establish, develop and manage high level internal and external relationships	✓	
Successful business development experience	✓	
Evidence of leading commercial negotiations, completing of deals and providing commercial input to the associated contracts, ideally for multi-partner arrangements	✓	
Highly effective expertise writing successful business cases	✓	
Experience of successfully working with academic staff in exploiting research		✓
Previous experience and understanding of the internal and external environment for a University and how it affects the ability of researchers to commercialise research		✓
Excellent knowledge of the Higher Education sector		✓
<b>Criteria: Skills and Aptitudes</b>	<b>Essential</b>	<b>Desirable</b>

## Person Specification

Strong analytical skills in commercial opportunity appraisal, proficiency in project management and business engagement	✓	
A problem-solving approach and ability to lead the design of practical solutions to complex and difficult issues using imagination and lateral thinking	✓	
Ability to work within a complex organisation and lead effective interaction with colleagues from a range of backgrounds and levels of seniority	✓	
Ability to understand and communicate (written and oral) complex science and technology concepts to a range of audiences including the commercial context to a non-commercial audience	✓	
Ability to grasp technical concepts, and translate them into commercially viable proposals	✓	
Excellent influencing and negotiation skills and where appropriate showing tenacity and persistence in business development situations	✓	
Strong interpersonal skills for leading productive collaborative relationships both internally and externally	✓	
Ability to develop a portfolio of external relationships	✓	
Ability to manage a large and growing portfolio of projects to a successful commercial conclusion	✓	
Ability to establish priorities, balance workloads and meet deadlines	✓	
Ability to work to strict deadlines and under pressure, often with diverse and ill-defined briefs	✓	
Ability to think strategically and to contribute to strategic direction	✓	
A high level of IT skills, including experience of Microsoft Office programmes. Microsoft PowerPoint, Excel & Word and increasingly	✓	
Personal vision and drive to succeed	✓	

### Effective Behaviours Framework

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

#### **Managing self and personal skills:**

Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

#### **Delivering excellent service:**

Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

#### **Finding innovative solutions:**

Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

#### **Embracing change:**

Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

#### **Using resources:**

Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.

#### **Engaging with the big picture:**

Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

#### **Developing self and others:**

Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.

#### **Working with people:**

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

#### **Achieving results:**

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.