

POSITION DESCRIPTION – General Staff
For levels 6/7 and above

Position Title: Technology Commercialisation Analyst Level: 6-7
Faculty/Division: RaID Department/Location: Innovation & Commercial Research

Primary purpose of the position:

UOW is establishing new research commercialisation guidelines following on the termination of its Commercialisation Services Agreement with UniQuest. This position has been newly created to support the Innovation & Commercial Research (ICR) team in developing and implementing these new procedures.

The primary purpose of the position will be to provide desktop research, analysis, reporting, related database management and other ad-hoc services to the Director, as well as the Commercialisation Managers (CMs) during all stages of the commercialisation of new innovations and inventions, but with a focus on the early stages.

The activities of the Director & CMs, as related to new innovations and inventions, are broadly described at <http://www.uow.edu.au/research/icr/technology/index.html>. In addition, the CMs provide general business development support activities related to the University's intellectual property and support for internal customers within the faculties and research institutes. The CMs also engage with external partners (such as industry, government, NGOs and the wider community) to increase UOW's levels of commercial participation with industry, or lead towards the raising of commercial research funds.

Position Environment:










The role of ICR's commercialisation team is as follows:

- Delivering value to the University by managing the University's Intellectual Property (IP) portfolio by way of its identification, protection, management and ultimately its commercialisation.
- Three Commercialisation Managers (CMs) working closely with the faculties and research institutes. In this role they identify IP assets which could be commercialised. They also provide commercial research related business development support and often act as relationship managers with external partners.

Tasks and priorities will be set at CM team meetings, held at least fortnightly.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
0.	<i>For the first 6-12 months.</i> Assist the director in refining and embedding the new commercialisation procedures – via the IP data management system, via our approach & relationship to service providers, via meeting arrangements and documentation etc.	Commercialisation process functionality embedded within the new IP management system, documentation and arrangements	20-40	

1.	<p>Preliminary due diligence reviews:</p> <ul style="list-style-type: none"> Novelty assessment for new innovation and invention idea disclosures – involving a comprehensive review of both patent and academic literature. Related market, technology & competitor research for those disclosures that are shown to be novel. <p>Using a variety of search tools.</p>	Due diligence reports	40-50	
2.	<p>Development of marketing materials concerning commercial development projects. These include but are not limited to:</p> <ul style="list-style-type: none"> - Developing content for the ICR website - Developing content for flyers and leaflets - Developing content for presentations & Videos and the population & updating of various online notice boards with currently relevant electronic marketing material. 	Marketing materials in printed and electronic forms	15-25	
3.	<p>Research and establish lists of potential licensees / collaborators for disclosures that have a positive preliminary due diligence outcome.</p>	Useable Contact lists	10-15	
4.	<p>Assistance with proving supporting data for:</p> <ul style="list-style-type: none"> Business plan development Funding applications (Grant / Inventors etc) <p>Collaborative proposals</p> <p>Assisting with the preparation of applications for commercialisation funding (grants or venture capital), including the collation & packaging of supporting information required for these funding applications, and checking the completeness of application packs against funder defined criteria</p>	Date reports validated with references to source materials		
5.	<p>Administrative management of the UOW IP data management system. Generation of commercialisation activity reports as required by UOW and at least quarterly for the Vice Chancellor advisory group and university Council</p>	Functional and up-to-date IP data management systems	15	
6.	<p>Other specific duties as may be reasonably requested from time to time.</p>		10-15	
7.	<p>Supervisory roles:</p> <ul style="list-style-type: none"> Ad-hoc supervision of student interns Performance management of service providers who may be used from time to time to support the due diligence review process. <p>Communicate and consult with other staff on workplace and staffing matters.</p>	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing as part of functions 1-4 above	
8.	<p>Observe principles and practices of Equal Employment Opportunity</p>	To ensure fair treatment in the workplace	Ongoing	
9.	<p>Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document</p>	To ensure a safe working environment for self & others.	Ongoing	

Reporting Relationships:

Position Reports to:	Commercialisation Manager for Engineering, Commerce & Law & indirectly to the Director, ICR
The position supervises the following positions:	The position will not supervise any UOW staff: The position may be required to supervise student interns on an ad-hoc basis.
Other Key Contacts:	External Service providers, information suppliers and Patent attorneys

Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
ICR Director	As required
Commercialisation Managers	Daily
ICR Team	Daily
UOW Researchers	Daily
External Service providers	Weekly
IP Management Software provider	As needed

Key Challenges:

1. Attaining adequate current technical and/or market information relating to the innovations under review
2. Work Prioritisation
3. To achieve the unit's strategic work objectives through direct communication and consultation with other staff and colleagues.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Demonstrated technology and marketing research and analysis skills
- Proven communication skills, especially in report writing
- Demonstrated knowledge of Research databases and market research techniques
- Proven business case analysis ability
- Demonstrated working understanding of commercial & business fundamentals
- Proven interpersonal skills, including an ability to liaise with people at all levels

Desirable

- Demonstrate working understanding of the principles of intellectual property.
- Demonstrated experience in market analysis

SELECTION CRITERIA - Education & Experience:

Essential:

- Relevant tertiary qualifications in a technical discipline such as engineering, IT, science, commerce, business, health and medicine, ideally to post graduate level.

- Demonstrated experience in research and analysis of new ideas, analysing data and producing clear, written reports.

Desirable:

- A business degree in management, marketing, commerce, etc.
- Demonstrated experience in managing knowledge databases.

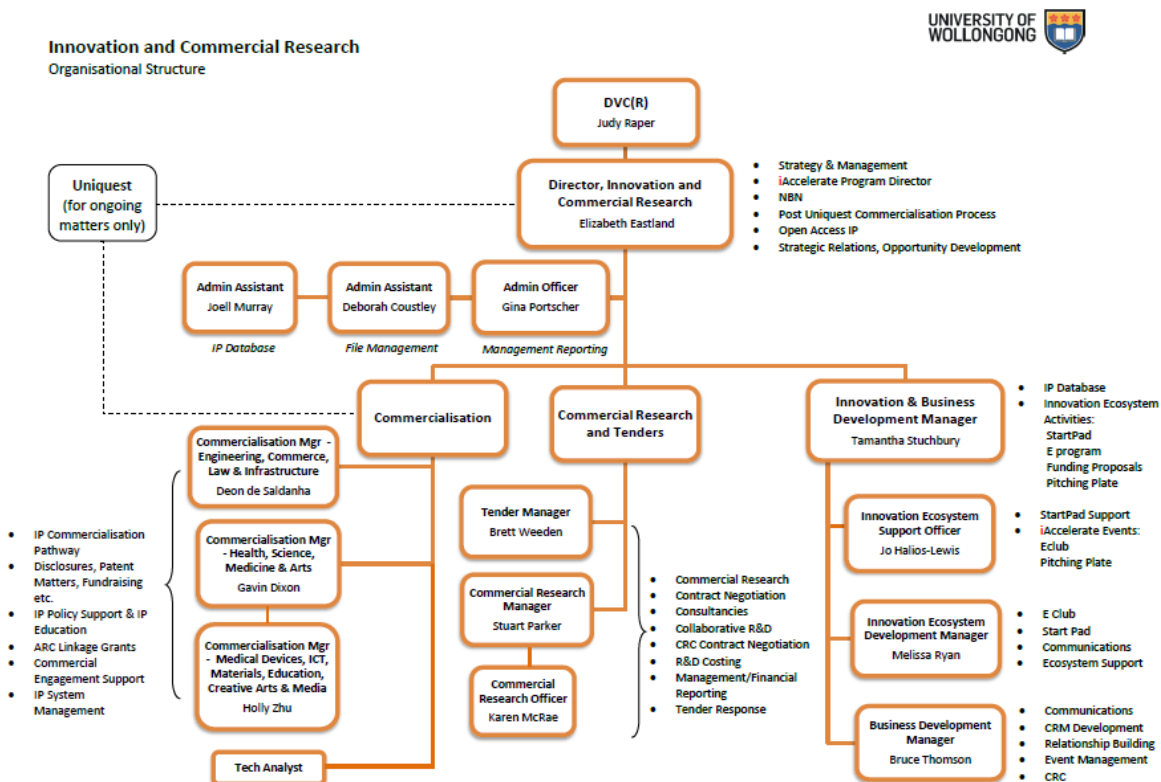
Personal Attributes:

- Analytical and thorough
- Attention to detail
- Ability to work both independently and as part of a team
- Enjoys problem solving and learning new processes and PC skills
- Enjoys interacting with different stakeholders (academic researchers, industry representatives)

Special Job Requirements:

None:

Organisational Chart:



Approval:

Approved by Head of Unit: Elizabeth Eastland

Date: _____

Approved by Human Resources: _____

Date: _____