Role Description – Commercialisation Associate (Research Tools)

# Department: Consultancy and Research Tools Licensing

# Reports To: Commercialisation Manager (Research Tools)

# Role Purpose:

As part of Cambridge Enterprise Ltd the role holder will assist in the marketing and provision of research tools commercialisation to the academic staff of the University, ensuring consistency with policies of the University of Cambridge and Cambridge Enterprise Ltd.

A large focus of the role will be to draft, negotiate and complete research tools agreements with external (academic/commercial/government) clients and to ensure that the University and its employees are not exposed to unnecessary legal or financial liabilities in the course of undertaking such work. In addition, the role holder will work alongside the other Research Tools team members in the development and growth of the Research Tools portfolio. The role also includes undertaking consultancy support services as required and related to the research tools portfolio and use of the new Cambridge Enterprise direct licencing platform.

The role holder would be expected to undertake work of increasing complexity and responsibility as experience develops.

The role is highly varied as you will be responsible, with support, for the effective management of projects from initial contact with academics to successful commercialisation of their ideas, expertise and skills. You will identify new opportunities (through prospective meetings). You will work with a variety of stakeholders including academics, potential licensees and funders and will also help to raise the profile of Cambridge Enterprise within the University and externally.

**Main Responsibilities:**

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|  | **Key duties and responsibilities** |
| **1** | **Research Tools Duties (approx. 90% of work load)*** Work alongside the Research Tools Associate and Research Tool Administrator on the commercialisation of the portfolio through licensing to a variety of organisations, both commercial and non-commercial. Draft, negotiate and manage research tool licences and other agreements as necessary.
* **For example:** Negotiate research tools licenses with external clients to ensure that the creators and the University are not exposed to undue risk, taking the advice of colleagues in Cambridge Enterprise, the Legal Services Office, the Insurance office and the Research Office as appropriate. Ensuring that the Client is invoiced and the distribution of the monies received are dealt with without undue delay
* Lead on the full licensing lifecycle for a number of key research tools within the portfolio including maintaining and developing relationship with key academics, managing queries from external parties and undertaking full licensing and post-deal management.
* Undertake licensing through the Cambridge Enterprise licensing platform including, responding to queries, fulfilling licensing requests, liaising with finance, managing the research tools held within the platform and adding new tools where needed.
* Assist the Research Tools Manager in developing and driving the growth of the portfolio of research tools through implementing a strategy to engage academics across the university to commercialise their research outputs as research tools, including but not limited to reagents and software generated from research.
* Working with Research Tools Manager to assess new Research Tools disclosed from the University including prospective meetings with academics, undertaking due diligence on technology disclosure’s and putting internal intellectual property licenses in place with a specific focus on the life science related research tools.
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| **2** | **Consultancy Support Services Duties (approx. 10% of work load)*** Work with the Research Tools Associate as appropriate to draft, negotiate and manage consultancy contracts that relate to the Research Tools portfolio
* **For example:** Negotiate consultancy contracts with external clients to ensure that the consultants and the University are not exposed to undue risk, taking the advice of colleagues in Cambridge Enterprise, the Legal Services Office, the Insurance Office of the Finance Division and the Research Office as appropriate. Ensuring that the Client is invoiced and the distribution of the monies received is dealt with without undue delay
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| **3** | Promoting the University’s Research Tools licensing and Consultancy activities to external organisations. |
| **4** |  Develop skills and maintain awareness of technical, commercial and legal developments impacting on the function of Research Tools licensing and Consultancy services. |
| **5** | Help to manage and maintain documentation systems, and accurate and complete records of office activity for audit, reporting and legal purposes. |
| **6** | Any other duties as may reasonably be required |

**Person Specification:**

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|  | Essential | Desirable |
| Knowledge, Skills and Experience | PhD level qualification, ideally life science (although another scientific or technical subject will be considered)Computer literacyMotivated completer finisherExcellent written English skillsEnthusiastic team workerAbility to work independently but to understand the importance of procedures and to seek advice as necessaryGood organisational and time management skillsEffective interpersonal and communication skills with an ability to work with tact, courtesy and discretion with people at all levelsAnalytical skills with an attention to detail.Experience of research in a commercial or IP environmentGood knowledge of the needs and aspirations of both industry and the HEI sector and an ability to identify areas of mutual interest and benefit | Licensing experience within a Technology Transfer/ Knowledge transfer environment. Experience of negotiating commercial contracts. Experience in a legal or commercial environmentExperience in software environmentKnowledge and understanding of the University of Cambridge and Cambridge Enterprise  |
| Ambition/ Effectiveness  | Assisting Research Tools Commercialisation Manager to achieve the objectives as set out in the business plan. |  |
| Customer Focus | A key aspect of this role is the provision of quality, proactive, services to members of staff of the University, to third parties. |  |
| Team working & flexibility | Working effectively and frequently with team members and across Cambridge Enterprise to ensure effective delivery and outcome for Research Tools Licensing. |  |
| Decision Making | Completion of standard CE agreementsDrafting of non-standard agreementsNegotiating requested changes to non -standard agreements |  |
| Problem Solving | With assistance from Research Tools Commercialisation Manager work to resolve complex issues that arise in the implementation of the research tools service and consultancy support services as well as resolving any customer complaints or concerns. |  |