

# Careers at UCLB

IP Administrator Candidate  
Information Pack



# Introduction to UCL Business



## Anne Lane, CEO

I am delighted that you're interested in working at UCL Business Ltd (UCLB). As CEO, I am proud to work alongside such a talented, dedicated and diverse team, who are supporting the commercialisation of technologies that make a positive societal change.

UCL, as one of the leading universities in the UK for teaching and research, recognises the need to translate its exceptional research into commercial development for positive social and economic benefit.

UCLB is recognised as a leading technology commercialisation company within the UK, and has an impressive and successful track record of creating licences and spinouts based on UCL's intellectual property for almost 30 years. We are unique within the UK by being an independent, financially self-sufficient company with a strong history of making significant profits for UCL.

The company relies on its experienced staff and we strive to create the maximum number of opportunities for technology growth. Despite the challenges of COVID-19, UCLB has continued to experience exceptional success, raising £1.7 billion of external investment in the last three years, and supporting the creation of 6 new spinouts in 2021.

We encourage an environment of enthusiastic involvement and entrepreneurship and we aim to attract people who are talented, motivated and interested in working here, where they can make a useful contribution – both as individuals and as part of the UCLB team.

We want everyone to be able to achieve their best work and for this to be an open, happy and productive environment so that the company can truly succeed.

# Introduction to Legal Affairs



Working within the team is exciting, challenging and rewarding, as we are very involved in negotiating varied agreements that bring transformative innovations to the benefit of the wider world.

Joining us is a fantastic opportunity to work within a successful and driven team, where you can be part of important and exciting projects. We really see our commitment as a team effort – with lots of personality too!

## Director of Legal and Company Secretary

The Legal Team coordinates and manages UCLB's legal affairs and its IP portfolio. I am the Director of Legal and Company Secretary, leading a committed and dynamic team of ten people.

Board of Directors

Chief Executive Officer

Physical Sciences & Engineering

BioPharm

Operations

Business Portfolio Management

Legal Affairs

Finance

# IP Administrator

## **About the opportunity:**

We are looking for a highly motivated and proactive individual to support the management of our intellectual property portfolio and to our Legal Affairs team in their provision of intellectual property advice and legal services to UCLB's commercial and leadership teams and UCL. You will be a key member of the team, providing support to your colleagues across the Legal Affairs, Biomedical Science and Physical Sciences and Engineering departments. You will be responsible for all matters of administration relating to patents and other forms of intellectual property including maintenance of portfolio records, responding to queries, drafting standard form agreements, compiling reports and general related administrative activities.

## **What you need to have:**

Previous experience of patents and intellectual property is not necessary as we are looking for an excellent administrator who can communicate effectively at all levels, is proactive, highly organised and who can demonstrate excellent attention to detail.

# Job Description

## Job Purpose:

The successful applicant will support the management of UCLB's intellectual property portfolio through filing and maintenance of correspondence and other key documentation whilst ensuring that the legal and IP database is up to date.

## Duties and Responsibilities:

- To ensure timely and efficient maintenance of the IP Portfolio, including triage of the IP inbox.
- Filing of ipcorresp emails to the patent records and folders on Minuet.
- Monitoring and redirecting of ipcorresp emails.
- Updating and maintaining information on patent and other registered IP records.
- Sharing information with our IP renewals service provider via online portal.
- Assisting with updating post-deal IP records and cross-referencing with national patent databases.
- Filing documents including original patent certificates.
- Patent formality administration; identify, check and action patent formalities.
- Recording progress of new formalities delegated to the IP Administrator.
- Emailing documents to inventors for signature/placing for signing at UCLB, timely scanning and filing of signed documents.
- Liaising with patent attorneys.
- Arrange Notary Public appointments as required.
- Supporting the Legal Affairs Officer with preparing standard form agreements.
- Monitoring and logging progress of these agreements on Minuet and maintaining agreement records.
- Assisting IP Manager & Legal Affairs Officer with generation of agreement status reports.
- Proactively liaise with and build effective working relationships.
- Monitor and chase outstanding matters as appropriate.
- Escalate matters as appropriate.
- Respond to queries of UCLB, UCL and other stakeholders.
- Conduct research to provide answers to queries.
- Conduct fact finding exercises.

# Person Specification

## Essential criteria:

- Educated to “A” Level standard or equivalent.
- Experience of working in an administrative capacity in demanding environment, and within a complex organisation.
- Experience of dealing with a high volume of work and meeting tight deadlines.
- Experience of managing multiple work streams and stakeholders.
- Excellent IT skills (Microsoft Word, Excel, PowerPoint, Databases, Web searching).
- Ability and experience of, demonstrating initiative, self-motivation and attention to detail.
- Ability to demonstrate excellent organisation skills, being able to prioritise work and meet deadlines, and work independently without undue supervision.
- Flexible, positive and proactive approach.
- Ability to work under pressure without sacrificing quality.
- Excellent interpersonal skills.
- Understanding of great customer service.
- Sound judgment – able to escalate matters appropriately.

## Desirable criteria:

- Further education in a relevant field.
- Appropriate and relevant first degree or degree-equivalent vocational work experience.
- Experience of working within a legal or contractual function of an organisation.
- A flexible approach to tasks and hours of work.

# What we offer



## Salary

The salary range is £29,000 to £35,000 depending on qualifications and experience. We operate a performance related pay (PRP) scheme under which employees can achieve up to a further 10% of gross annual salary based on agreed targets, both personal and company based.



## Hours of Work and Flexible Working

The normal hours of work are 35 hours per week. Hybrid working applies to this role, we offer you the flexibility to choose where you work with a minimum of two days per week in the office.



## Holidays

We have a generous annual leave entitlement of 25 days a year plus public holidays and a further 6 days leave spread over Christmas and Easter. You can also buy up to an additional 5 days holiday each year.



## Learning and Development

We support continual personal and professional development by supporting in-house and external training and covering the cost of professional subscriptions and memberships.



## Health and Wellbeing

Your wellbeing is important to us. We have Wellbeing Champions, a confidential employee assistance programme, cycle and season ticket loans, fruit in the office, discounted gym memberships and we will pay or the cost of your eye test. In addition, you are able to access voluntary healthcare schemes offered by UCL.



## Pension

We operate two defined benefit pension schemes - SAUL for new employees and USS for any employee joining within one month of leaving the USS scheme.



## Other Benefits

Access to discounts, employee savings scheme, enhanced parental leave pay, summer and Christmas events along with regular social activities.



# How to apply

If you would like to apply for the role, please visit the following link:

<https://www.cloudonlinerecruitment.co.uk/UCLB/Vacancy.aspx?MenuID=je9m+g9VMdY=>

Applicants will be shortlisted based on the extent to which they meet the competencies required for the role via their application.

In your application statement you will be expected to succinctly explain how you meet each of the key requirements for this role, giving examples that clearly demonstrate your skills, knowledge and experience.

If you have any questions regarding the application process, please email Danielle Gouldson at [jobs@uclb.com](mailto:jobs@uclb.com).

The closing date for applications is 8 May 2022

Please note we will disregard any applications which do not contain a completed statement and CV. You are advised to submit your application as soon as possible as we reserve the right to close the advertisement once we have received sufficient applications.

Only shortlisted candidates selected for interview will be contacted on or before 13 May 2022.