HR191	POSITION DESCRIPTION	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

NOTES

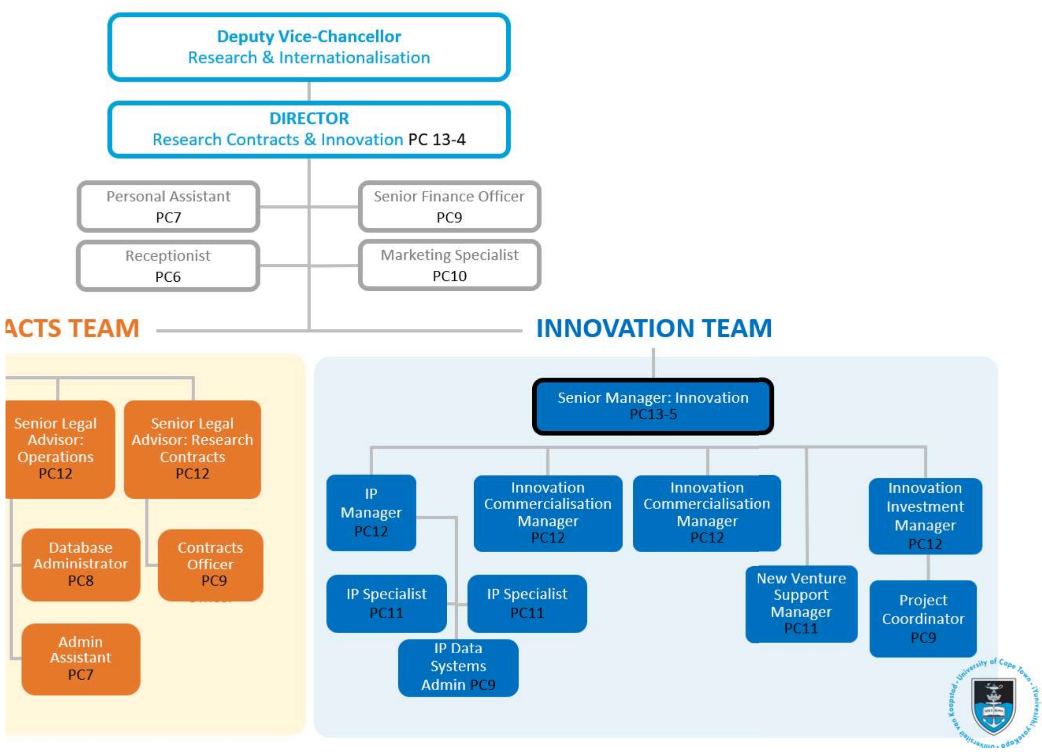
- Forms must be downloaded from the UCT website: https://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Senior Manager: Innovation		
Job title (HR Business Partner to provide)	Senior Manager: Innovation		
Position grade (if known)	13(5)	Date last graded (if known)	October 2015
Academic faculty / PASS department	Research Contracts & Innovation		
Academic department / PASS unit	Research Contracts & Innovation		
Division / section	Innovation		
Date of compilation	October 2015; updated October 2019 (titles); updated organogram Aug 2021. Revised October 2025		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is:

The Senior Manager: Innovation, reports to the Director, Research Contracts & Innovation and is regarded as the head of the technology transfer office (TTO) for UCT. The incumbent is responsible for the administration, coordination, and disposition of all intellectual property and technology commercialisation matters at the University. This is achieved by managing a team that is focused on Intellectual Property (IP) management, technology development, spin-off company creation, IP commercialisation and marketing. Strong people management skills are required to motivate and achieve success from a team with diverse objectives / backgrounds collectively focused on innovation.

This includes proactively seeking out promising discoveries in the various faculties and working with the inventors to create commercialisation / innovation plans that encompass scientific, business and financial planning, techno-economic assessment and intellectual property protection strategy. The optimal mode of commercialisation needs to be identified: licensing, assignment, or start-up business creation and this involves drafting and negotiating licensing, collaborative research contracts and shareholder agreements and fund-raising. Technologies need to be developed by attracting innovation funding to move them through technology readiness levels often within the unvierstiy, until they can be commercialised.

The Senior Manager: Innovation provides oversight of the various pre-seed, seed and investment funds available within UCT and liaises for UCT-linked external funds (e.g. University Technology Fund) as well as ensuring that annual reports are prepared for the funds and Innovation Services. They will also be involved in budget motivation, regular finance meetings to track spending and responsible for authorising IP protection expenditure, as well as the preparation of proposals to attract external funding to support RC&I’s activities and managing the projects when funding is awarded.

The incumbent is responsible for ensuring the university’s compliance with the Intellectual Property Rights from Publicly Funded R&D Act and providing support to the RC&I contracts team. Policy development is another important activity, primarily the IP Policy to ensure that they remain relevant and are adapted to the changing landscape, work also feeds into participating in the development of other cross-university policies e.g. Innovation Policy, Research Data Management Policy, Open Publication Policy.

The position requires CEO level relationship building, strategic and tactical planning skills; project management skills; extensive knowledge of policy and law related to patenting, intellectual property transactions (reserve bank exchange control regulations), start-up business creation, licensing and sponsored research plus excellent communication and presentation skills.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	IP Protection and Management	25	• Organise and coordinate short and long-term projects within the intellectual property portfolio to strategically manage and review it, so as to maximize the value and impact of IP arising from UCT's research endeavors. • Supervise and manage the distribution and sharing of tasks by the IP Team comprising an IP Manager, IP Specialists and IP Data Systems Administrator. • Evaluate the technical merit and commercial potential of invention disclosures. Develop systems and methodology for the team to ensure that information is prepared for sound decision making at Gate Reviews aligned with the different stages of patent prosecution. This includes assessment of IP-related issues, technical progress and market and commercial progress. Ensure that Gate Reviews are held and make recommendations in terms of outcome / way forward, that can be considered by the Director: RC&I for final approval. • Liaison with the Senior Finance Officer for payment processing, reporting, royalty distribution and general administrative support. • Make decisions as to the desirability of patent protection. • Liaise with consultants, patent agents, lawyers and other third-party service providers.	• Systems in place for screening and management of IP (including support systems such as the Leonardo Database, checklists for Gate Reviews, etc.) to minimize administrative workload and maintain efficiency. • Staff effectively trained on systems and procedures. • UCT's IP Portfolio well managed, with timely review of cases ahead of deadlines. Prudent spending of the UCT patent budget. • Co-ordination of activities within the IP team and smooth processing through linkage with Financial Admin team. • Estimates for budget purposes and reporting on historical costs available for cases. • Royalty distribution compliant with UCT IP Policy and IPR Act stipulations.

			• Supervise the filing and prosecution of patent applications, and monitor the costs thereof, approving invoices received by the team from attorneys for processing. • Develop and implement systems and procedures to streamline and support efficient IP management – primarily the Inteum (Minuet) IP Database (inclusive of reporting / database queries). • Ensure that IP and Financial Admin. staff are trained on systems and procedures for the management of IP. • Supervise the distribution of licensing income according University IP policy to both internal external stakeholders	
2	Commercialisation of IP	30	• Manage the activities of the Business Development Manager and Project Manager. Ensure that clear commercialisation plans are developed for the UCT IP portfolio, that cases are prioritised to commercialise them at the optimal point • Prepare and review technology transfer proposals, seek potential licensees and investors and negotiate licensing and other commercialisation transactions • Research appropriate royalty rates and/or valuation for IP • Advise and assist with the preparation of business plans for spin-out companies based on UCT owned IP, as well as company registration and incorporation • Maintain knowledge of different innovation funding options (both locally and internationally) and maintain close relationships with funders. • Be capable of techno-economic evaluation of technologies to test their commercial viability, or oversee and critically evaluate outsourced services. • Maintain a network of consultants to conduct market research, techno-economic evaluation and freedom to operate assessments. • Critical review of proposals developed in order to apply for funding, to improve their quality and	• Commercialisation of IP emanating from UCT's research through licensing or the creation of spin-out companies. • Support for negotiations around IP transactions – e.g. determining appropriate royalty rates, which can be adequately supported • Ensuring that high quality business plans are developed that are well positioned to attract funding. • Input provided to Research Contracts team and templates developed for agreements relating to IP Commercialisation • Records of spin-off companies and their activities monitored on-going liaison where UCT holds equity in them.

			• Advise and assist with enterprise development, including facilitating and preparing proposals from academic staff, and drafting of necessary commercial contracts, including those for the incorporation of	
3	Innovation Support	10	• Participate in the prescreening and assessment of Pre-Seed and Seed funding proposals, making recommendations to the respective review committees. This includes investments that will be made by the Evergreen Fund. • Supervise the activities of the Innovation Investment Manager who fulfills the responsibilities associated with the funds as well as maintaining an oversight of reporting and project progress. • Advising on routes to market in different sectors (i.e. the regulatory/quality requirements, approaches, etc.) • Strategically assess how innovation at UCT can be better and sustainably supported to facilitate the development of IP and ability to mature projects into investable opportunities. • Participation in the Innovation Working Group to develop UCT's innovation capacity	• Promotion to attract an adequate number of quality proposals are submitted for Pre-Seed / Seed funding. • Administration of seed and other UCT innovation funds well managed (reporting, issuing funds, progress on projects monitored). High success rate and prudent spending of the budget. • Advisory service to UCT innovators as to considerations when approaching different market sectors, as well as relevant funders and their criteria. • Ensuring that UCT is a participating member of desirable networks and alliances that will positively impact innovation. • Support structures to enhance UCT's ability to innovate in key technology sectors.

4	Strategy Development	10	• Develop and modify policies and procedures over time, in consultation with senior management and other staff concerned with IP matters. The primary focus is on the IP Policy, but extends into other related university policy development – such as Research Data Management, Open Publication, Innovation Policy, etc. • Proactively keep abreast of local and international developments in the research & innovation area; attend and give training courses to colleagues and academics; notify the Manager and fellow staff of any developments which are of interest • Participate in planning and decision-making activities associated with present and future operations – budgeting, human resource capacity, support systems, e.g. *Inteum* IP Management Database. • Assist with budgeting for innovation activities, e.g. IP protection, NIPMO capacity development applications. Innovation funding.	• Ensure that the IP Policy is implemented at UCT and that it is compliant with relevant legislation, such as the IPR Act. • RC&I team alerted to key issues that may impact the university in terms of contractual interactions, and IP trends, etc. Especially updates relating to the IPR Act and the Biodiversity Act. • RC&I team and primarily IP and Innovation / Technology Transfer support is able to support the requirements of protecting and commercializing UCT's research output / IP – with cognisance of resource constraints. Systems in place (e.g. Inteum) that minimize administrative load and increase efficiency. • Budget requirements clearly forecast, communicated and understood.
5	Promotion of IP and Innovation	20	• Promote awareness of and educate/train the UCT research community and other staff on issues related to intellectual property protection and technology transfer. • Annual reports, key statistics / dashboard brochures, website, developing relevant case studies to showcase innovation and role models • Training, seminars, workshops and conferences. • Website – maintain information resources and provide news highlights.	• Resources available to UCT staff and students (primarily post graduate) in an accessible format. • Opportunities for UCT research community to upskill and improve their understanding on IP and innovation – through on-line content, as well as seminars. • Strong understanding and awareness of IP and Innovation across the UCT research community. • Success stories, case studies and key statistics available and presented to various internal and external stakeholders – e.g. Senate and Council, NIPMO, general public.

6	IPR Act compliance	5	• IP7 forms submitted by the IP Team timeously. • IP Support Fund claim compiled and submitted by deadline for rebate. • Referrals made to NIPMO when necessary, as well as motivation / arguments relating to new cases. • Keeping abreast of developments and guidelines and acting as a resource to assist the Contracts Managers to ensure compliance with the IPR Act, whilst also clearly communicating the issues to the UCT Research Community and Funders. • Lobbying and engaging with NIPMO to seek to overcome issues being experienced by UCT researchers, e.g. IP ownership relating to clinical trials for disease areas such as TB, HIV, etc.	• Ensure that UCT is compliant with the IPR Act • Ensure that UCT is able to function clearly, efficiently and consistently with Funders within the constraints of the IPR Act • Provide materials to ensure that key aspects of the IPR Act are easily accessible to both researchers and funders.

MINIMUM REQUIREMENTS

Minimum qualifications	• A Bachelors degree in science or engineering (i.e. must have a technical undergraduate degree); and • a Master's degree in science, engineering, business (e.g. MBA) or a related area; and a qualification (or demonstrable experience) in financial management.
Minimum experience (type and years)	• A minimum of eight (8) years' experience in technology transfer in a university environment, or at a science council or equivalent with at least three (3) years being in a line management role. • Strong people management skills and a demonstrated ability to motivate, manage and develop a team with diverse skills e.g. ranging from IP management, commericialisation / innovation, new venture creation as well as innovation and investment funding. • Knowledge of the research process and innovation from a university environment, as well as how to move a product or service through technology readiness levels. • Knowledge of associated legislation relevant to technology transfer (e.g. exchange control, biodiversity act, etc.) and most importantly, practical implementation of the IP Rights from Publicly Financed R&D Act. • Experience and a proven record in technology transfer and commercialisation services with a demonstrated knowledge of intellectual property protection and management, licensing, and technology transfer in an academic or industry setting; • Demonstrable ability to successfully manage, negotiate intellectual property agreements and transactions between universities, industry and government; • Strong interpersonal skills, both oral and written; • Strong collaboration skills to work with inventors, industry, governmental organisations, investors, and entrepreneurs. • Knowledge of the requirements for company incorporation. • Experience with the creation and incorporation of university start-up companies.
Skills	• Strong interpersonal skills, both oral and written; • Strong collaboration skills to work with inventors, industry, governmental organisations, investors, and entrepreneurs.
Knowledge	• Knowledge of the requirements for company incorporation. • Experience with the creation and incorporation of university start-up companies.
Professional registration or license requirements	Registered Technology Transfer Professional (RTTP) status is an advantage.
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Analytical thinking / problem solving	3	Formal presentation	3
Building interpersonal relationships	3	Conceptual thinking	3
Client service and support	3	Decision-making / judgement	3
Planning & organising	3	Professional knowledge and skill	3
Teamwork / Collaboration	3	Written communication	3
University awareness	3	Strategic leadership	3
People management	3		

SCOPE OF RESPONSIBILITY

Functions responsible for	Functions relating to the implementation of the IP Policy at UCT and the provision of technology transfer office support to the institution. Revision and update of the UCT IP Policy to keep up with changing legislation, IP developments and university needs.
Amount and kind of supervision received	Limited supervision, engagement via a fortnightly meeting, emails and ad hoc meetings as required.
Amount and kind of supervision exercised	Responsible for managing all direct reports and to engage with indirect reports so that an opinion can be formed for performance evaluation / guidance provided as required.
Decisions which can be made	Filing of priority-founding IP registrations, trade mark filing, filing of registered designs. Approval of invoices received from patent attorneys and their payment. Final approval of applications that are submitted to steering or investment committees as well as documents submitted in agenda packs for consideration by the IP Advisory Committee (IPAC). Approval of leave of all direct and indirect reports.

Decisions which must be referred	Final approval of funding awards / investment decisions. Matters that need to be decided on by the IP Advisory Committee. All licensing / equity terms relating to IP should be approved by the Director.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Researchers and postgraduate students (inventors), Steering/ Investment Committee members, the IP Advisory Committee, the DVC, the Registrar, Legal Advisors, Heads of Department, Deans and heads of research institutes, units, etc. Research Office.
External to UCT	Government stakeholders, funders, investors (Venture Capital), start-up companies (founders), industry organisations, CEOs, counterparts at both local and international institutions, IP attorneys, lawyers.

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Direct Line Manager/Supervisor				
Area Line Manager				
HOD				
Dean / ED				
HR Business Partner				