



POSITION DESCRIPTION

Position Title:	Consulting Services and IP Officer
Cluster / Business Unit / Division	Commercial Products and Services
Section or Unit:	Consulting
Classification:	Band 5
Job Family:	Administration
Position Description Number:	PD-2415
Work Contract Type:	Administration
STEMM/NON-STEMM:	Non-STEMM

POSITION PURPOSE

The Consulting Services and IP Officer's overarching responsibility is to provide dynamic leadership and operational management of ANSTO's Intellectual Property, and provide commercial, analytical, and operational support to meet Consulting Services business objectives.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Commercial Products and Services consists of commercial businesses delivering returns to ANSTO. Consulting Services is a key pillar of ANSTO's commercial strategy and has oversight for the delivery of consulting services from across ANSTO. The Consulting Services and IP Officer sits within ANSTO Consulting Services group and will work across ANSTO.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- **Intellectual Property Management Leadership:** Establish and lead a Technical Review Committee for IP Management at ANSTO. This committee will facilitate the efficient management of invention disclosures, patents including ongoing patent prosecutions, trademarks, trade secrets and know-how across the overall ANSTO IP portfolio.
- **Operational Management:** Management and maintenance of domestic and international patent applications to meet required deadlines, ensuring compliance and preventing additional costs. Independent engagement and management of ANSTO's IP patent attorneys. Lead the review and implementation of ANSTO's IP management procedures and processes.
- **Stakeholder Engagement:** Build and maintain relationship with inventors and those delivering consulting services across ANSTO. Contribute to raising the profile of consulting services, innovation and intellectual property at ANSTO and facilitate IP training.
- **Performance Metrics:** Develop and track key performance indicators to assess the effectiveness of ANSTO Consulting Services and IP management processes. Collate and analyse sales, financial and other reports to provide actionable insights to ANSTO Consulting. Provide commercial, analytical, and operational support to meet business objectives.
- **Continuous Improvement:** Lead and participate in continuous improvement activities and identify ways to streamline Consulting Services and IP management operations, including proactively

supporting the introduction of new systems and processes including new Customer Relationship Management system.

- Provide a range of administrative support to ANSTO Consulting Services and nandin Innovation Centre in line with ANSTO's policies and procedures.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The Consulting Services and IP Officer is empowered to make decisions in relation to operational processes within the context of agreed work areas. They will consult with the Executive Manager ANSTO Consulting on complex, sensitive and major issues that have a significant impact on ANSTO Consulting Services or management of ANSTO Intellectual Property.
- Make decisions regarding the management and maintenance of domestic and international patent applications, ensuring timely submissions, compliance, and cost-effectiveness.
- Define the key performance indicators to assess the effectiveness of the IP management process and Technical Review Committee.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Influencing staff in divisions across ANSTO to provide input and collaborate on ANSTO Consulting projects
- Collate and analyse data on ANSTO Consulting Services across CRM, IBP and ECC systems
- Develop and implement processes and procedures to ensure efficient and effective disclosure, management and training related to ANSTO intellectual property
- Engaging internal stakeholders to provide input and advice on patent technical matters
- Understanding patent application and broader intellectual property registration and management processes
- Understanding legal terms especially as they relate to intellectual property in our commercial services contracts
- Developing and monitoring ANSTO wide understanding of Consulting Services
- Manage conflicting priorities for different business units

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice • Negotiate and report on budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for plans and goals and other initiatives
Commercial Products and Services	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability
NST	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability

External

ANSTO commercial customers and stakeholders • Provide customer service and support for commercial activities and stakeholders

POSITION DIMENSIONS**Staff Data**

Reporting Line	Reports to the Executive Manager ANSTO Consulting Services
Direct Reports	Nil
Indirect Reports	Nil

Financial Data (2022/2023)

Revenue / Grants	N/A
Operating Budget	N/A
Staffing Budget	N/A
Capital Budget	N/A
Assets	N/A

Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	N/A
Hours:	Willingness to work extended and varied hours based on operational requirements After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

Workplace Health & Safety

Specific role/s as specified in AP-2362 of the ANSTO WHS Management System	All Workers Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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ORGANISATIONAL CHART

On file

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree or diploma in Business, or equivalent experience.
2. Demonstrated experience in intellectual property management in a federal government research environment.
3. Commercial acumen and experience in contract administration.

4. Demonstrated high level interpersonal skills and ability to influence and communicate effectively with people at various levels within and external to the organisation.
5. Proven problem solving ability in dynamic and uncertain environments, even when faced with limited information or ambiguity.
6. Extensive experience providing executive level secretarial and administrative support.
7. Ability to deal with complex matters with tact diplomacy and maintain confidentiality.
8. Strong attention to detail and written communication skills.
9. Ability to work unsupervised as an individual or within a team.
10. Proactive, deadline driven with proven ability to independently prioritise tasks.
11. Advanced skills in Microsoft Office, experience using SAP desirable.
12. Commitment to safety, quality and principles of continuous improvement.
13. Personal qualities that add value to a team operating in a high level client service / safety & quality environment.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position

Line Manager		Delegated Authority	
Name:	Bruce Begg	Name:	Oleh Nakone
Title:	Executive Manager ANSTO Consulting Services	Title:	Group Executive Commercial Products and Services
Signature:		Signature:	
Date:		Date:	