

THE HONG KONG POLYTECHNIC UNIVERSITY

KNOWLEDGE TRANSFER AND ENTREPRENEURSHIP OFFICE

Post Specification

Assistant Director (Intellectual Property Management) (Ref. 21070503-IE)

Duties

The appointee will be required to:

- (a) oversee planning and execution of activities in different stages of the patent lifecycle, including but not limited to patent search, patent applications, patent portfolio management and liaison with related Patent and Trademark offices;
- (b) advise the University's staff members and students on patent applications, strategies and other forms of intellectual property (IP) protection;
- (c) render professional opinion on IP ownership, patent application, patent litigation and possible resolution of patent disputes to the relevant Committees or/and the Management of the University;
- (d) manage the expenses and the quality of external patent attorney/agency/supplier for the provision of IP-related services;
- (e) collaborate with IP Commercialisation section of Knowledge Transfer and Entrepreneurship Office for effective commercialisation of the University's IPs;
- (f) benchmark IP performance against the best practices/policies of the other institutions and governments and identify areas for further improvement;
- (g) assist the Director and Deputy Director of Knowledge Transfer and Entrepreneurship in reviewing and developing policies, guidelines and systems pertaining to IP management, including IP policy and benefit sharing;
- (h) assist the Director of Knowledge Transfer and Entrepreneurship in developing strategic and business plan for the development of knowledge transfer and entrepreneurship; and
- (i) perform any other duties as may be assigned by the Director of Knowledge Transfer and Entrepreneurship or his/her delegates.

Qualifications

Applicants should:

- (a) have a recognised degree, preferably in Laws (Intellectual Property and Technology Law) and/or Science and/or Engineering;
- (b) have at least eight years of experience in a related field, including proven experience in managing portfolio of IP;
- (c) have sound experience in IP matters related to research and technology transfer, including negotiation and management of technology licence agreements;

- (d) preferably possess of qualification of a Registered Patent Attorney;
- (e) have an excellent command of both written and spoken English and Chinese, and fluency in Putonghua; and
- (f) have good leadership skills, excellent interpersonal and presentation skills.

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

Application

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to hrstaff@polyu.edu.hk. Application forms can be downloaded from http://www.polyu.edu.hk/hro/job/en/guide_forms/forms.php. If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Consideration of applications will commence on 19 July 2021 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at http://www.polyu.edu.hk/hro/job/en/guide_forms/pics.php.

5 July 2021