

Job Description

Paralegal

Reporting Line

Legal Services Manager

Overview

'Commercialising The University of Manchester's innovations and IP to create global social and economic impact'

The University of Manchester (**University**) is committed to generating world-class innovation that will create major social and economic benefit across the globe. The Innovation Factory is a wholly-owned subsidiary of the University, responsible for identifying and leading the commercialisation of its innovations and intellectual property.

The University currently ranks 8th in the league table of European Universities and 4th in the UK ratings for the commercial impact of its patents (*Reuters Index of Europe's most Innovative Universities 2019*). The Innovation Factory has the objective of being the world's most effective University Technology Transfer organisation.

The Innovation Factory works with academic inventors from the University to identify opportunities that have the potential to create social and economic impact. It then translates these into a form where they can be used by industry and society as a whole. Access to innovations may be created via technology licensing or the formation of spin-out companies. The Innovation Factory aims to provide a world-class service to academic colleagues and to attract and engage with important external stakeholders, including: industry; entrepreneurs; licensees and investors; and corporate venture partners.

The Innovation Factory has four main functional groups: Operations, Business Development & Investment, Information & Digital Communications and Finance, Legal & Portfolio Management. These groups work closely together in an integrated process that begins with identifying an idea and culminates in the creation, exploitation and management of a high-value asset such as a commercially valuable patent or spin-out.

The Finance, Legal and Portfolio Management Group – Overview

The group carries out: preparation of company accounts; company secretarial services; training and support for spin-outs; taxation and managing the collection and payment of royalties (amongst other things). The group leads on all governance, compliance and reporting activities for the Innovation Factory and is the key interface with the University for finance, legal and governance matters. The group manages the University's portfolio of IP and spin-out assets in order to maximise value by ensuring that milestones, royalties and other contractual commitments are fully met.

The group has responsibility for the production, review and management of legal contracts and agreements produced internally and with the support from a panel of external legal advisors. The legal team also provide support and advice for spin-outs. The group is the interface for out-sourced HR services and is responsible for the development of talent within the organisation and spin-out companies.

Paralegal

Key Responsibilities

1. Responsible for the drafting of proof of principle or similar agreements to enable the proper allocation and scrutiny of proof of principle funds allocated to individual projects.
2. Draft and manage outgoing material transfer agreements to ensure compliance with University policy and ensuring appropriate limitation of potential liability for the University.
3. Draw up the drafting of confidential disclosure agreements to ensure appropriate protection of the University's proprietary information.
4. Draft, review, and issue core IP contract documentation, e.g., non-disclosure agreements and confirmatory assignments.
5. Draft revenue share agreements both for academic founders and any 3rd parties.
6. Ensure all related correspondence and documentation is recorded securely and systematically.
7. Assist with and manage due diligence, including:
 - Identify, obtain and review all contracts and award letters associated with the funding of project IP and any third-party contracts related to project IP.
 - Obtain confirmation of HR status for all contributors to project IP.
 - Identify potential legal or contractual constraints relating to transacting project IP and work with the Head of Legal Services as appropriate, to resolve any issues arising.
 - Draft due diligence reports ensuring that key information is provided accurately and comprehensively ensuring sign off before IP is transacted.
 - Provide regular due diligence status reports to the Head of Legal Services.
8. Undertake other duties as may be required by the Legal Services Manager from time to time.

Skills, Experience and Qualities:

1. Experience of working in a legal and/or IP environment;
2. Evidence of rigorous attention to detail;
3. Confident in own decision making, considering all facts and thinking broadly about the commercial impact before making decisions or referring to a manager for a decision;
4. Actively researches and keeps up to date with professional and role-specific trends;
5. Is committed to own ongoing professional development;
6. Computer literate with good knowledge of updating and maintaining databases and working with spreadsheets;
7. Identifies and acts on issues within the scope of their own role;
8. Builds influential relationships with leaders, peers, internal and external stakeholders;
9. Collaborates with colleagues and stakeholders to deliver departmental objectives;
10. Visibly demonstrates determination and commitment to achieving excellent performance against their own objectives;
11. Supportive and collaborative member of their team;
12. Role models personal and professional integrity at all times; and
13. Excellent verbal and written communication skills.

Qualifications

There are no specific qualification requirements. However, a degree in legal studies, postgraduate legal practice course and/or previous experience working in a legal role would be preferable.

Putting **ideas** to work

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