

Job Description Form (JDF)

Position details

Position title: Manager Intellectual Property and Research Performance
Position number: 70190549
Classification: Level 8
Physical location: Perth Metropolitan Area
Award: PSA 1992
Agreement: PSGOCSAGA 2017
Pillar: Industry and Economic Development
Directorate: Research and Industry Innovation
Branch: Research Policy and Partnerships

Reporting relationships

Reports to: Managing Director Research and Industry Innovation, Class 1
This position
Direct reports: 3

Role summary

Optimises intellectual property management, including commercialisation opportunities. Enhances and maintains the Department's capacity to attract external funds by ensuring quality governance and reporting of externally funded, contracts and resource allocation. Optimises research outcomes through the effective development and management of research data capture and management systems. Provides policy advice, instruction and expert service provision in each of the above areas.

About us

The Department of Primary Industries and Regional Development's (DPIRD) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.
- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long term impact
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly
- We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Leadership

- Leads the development and implementation of policy and strategy in intellectual property management and commercialisation, external funding contract management and, research and development data systems.
- Provides leadership and development to staff in order to meet outcomes consistent with our corporate vision, and desired culture.
- Promotes and facilitates corporate change management strategies and initiatives.
- Supports the Managing Director to deliver and promote the required capabilities and image of the department and, fosters a quality culture in stakeholder relationships.
- Develops and cultivates strategic collaborative networks and relationships with relevant stakeholders.

Management

- Provides expert advice to government, industry, funding bodies, research organisations, internal stakeholders and others on; effective intellectual property management, external funding and contract management, research data capture and specific DPIRD research activity and information.

- Exercises appropriate initiative and probity in consultation and negotiation with external stakeholders.
- Ensures that department resources including the human, financial, physical, technological, data and information requirements are efficiently and effectively managed and maintained to achieve objectives and outcomes; and assists in continuously improving processes and systems.
- Develops directorate policies, strategies, standards and practices consistent with corporate strategies and objectives to deliver required outcomes.
- Ensures compliance with relevant public sector and agency standards, policies, procedures and legislation, including relevant agricultural legislation.
- Develops and maintains a strong relationship with relevant external funding organisations.
- Maintains a current and comprehensive understanding of trends and developments affecting the program area.
- Develops and implements effective risk management strategies to ensure program outcomes are achieved.
- Ensures compliance with external funding reporting requirements.
- Supports emergency responses (e.g. people, system, infrastructure, etc.) for this function as required.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Substantial experience leading at a senior level the functions of intellectual property management and commercialisation, external funding management and research data capture and management systems.

Core capabilities

2. Build effective relationships: Builds and sustains productive and professional working relationships with a diverse range of stakeholders; communicates confidently, clearly and accurately both orally and in writing.
3. Challenge for innovation: Demonstrated ability to successfully develop and deliver innovative and responsive improvements, which underpin the Department's strategic objectives; creates an environment to allow others to do the same.
4. Think strategically: Proven ability to conceptualise, analyse and evaluate complex corporate governance and business planning issues, opportunities and risks, then develop future focused solutions.
5. Deliver in a changing environment: Relevant experience in high level planning and policy formation and the ability to implement change, preferably in a complex research and development environment.

6. Lead and empower others: Provides strategic leadership in the development of corporate initiatives and strategies to reflect the objectives and priorities of the Department.

Desirable criteria

1. Possession of, or progression towards a Law or Commerce tertiary qualification.

Special requirements/equipment

- The contract of employment specifies terms and conditions relating to this position.
- A current and valid Western Australian C (car) class driver's licence, or equivalent is required (if not currently held, must be acquired prior to commencement at applicant's expense).

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

Delegated authority

Signature:

A handwritten signature in black ink, appearing to read 'R. Rogers', is written over a light blue rectangular background.

Date: 24/09/19

Position title: Deputy Director General, Industry and Economic Development