



## **PATENT ADMINISTRATOR**

LifeArc is a medical research charity with a 25 year legacy of helping scientists and organisations turn their research into treatments and diagnostics for patients.

We are pioneering new ways to turn great science into greater patient impact and do so by bringing together a network of partners to tackle specific diseases and by directly funding academic and early stage research.

Our Technology Transfer (TT) Division works with a range of clients including charities worldwide, academic research institutes, the Medical Research Council (MRC) and LifeArc's own in-house research and development functions.

A vacancy has arisen for a Patent Administrator within TT. The post provides administrative support for our work on the protection, development and commercial exploitation of our clients' inventions and our own drug discovery projects.

Reporting to the Senior Patent Administrator, the main responsibility will be managing patent formalities for three to four Business Managers. This will include coordinating patent related administration to ensure procedural obligations are met, maintaining accurate electronic records of all patent related documents and correspondence, liaising with colleagues in TT and other divisions in relation to monitoring royalty income and outgoing revenue and reporting on key data.

A wide range of administrative and organisational skills are required, with particular emphasis on good oral and written communication skills, attention to detail, experience of using databases, good knowledge of IP protection principles and the patenting process. The post would particularly suit a CIPA-qualified paralegal in a patent law firm or a candidate working within a university technology transfer office.

Your salary will be determined by qualifications and experience. In addition, LifeArc offers a defined contribution pension scheme, private health insurance, a flexible benefits scheme and 31 days paid holiday per year.

LifeArc is committed to the principles and practices of equal opportunities in employment and encouraging the establishment of a diverse workforce. This includes creating a culture that fully reflects its commitment to equal opportunities for all.

It is LifeArc's policy to employ individuals on the basis of their suitability for the work to be performed and their potential for development, regardless of age, sex, race, colour, nationality, ethnic or national origin, disability, marital status, pregnancy or maternity, sexual orientation, gender reassignment, religion or belief.

To apply please email your CV and covering letter explaining why you want to work for LifeArc to: [recruitment@lifearc.org](mailto:recruitment@lifearc.org) or by post to Recruitment, LifeArc, Accelerator Building, Open Innovation Campus, Stevenage, SG1 2FX (electronic applications preferred).

**Closing date: 22 August 2018**