



## **Patent Administrator (Technology Transfer)**

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 at LifeArc. We do this by bringing together a network of partners to tackle specific diseases and by funding academic and early stage research.

### **Job Summary**

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

A vacancy has arisen for a Patent Administrator within Technology Transfer. 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.

### **The role**

Reporting to the Head of Intellectual Property, 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.

### **About you**

You will have a wide range of administrative and organisational skills, 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.

### **Salary**

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, 31 days paid holiday per year.

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

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

**Closing date:** Monday 20<sup>th</sup> January 2020