

**IP & BUSINESS MANAGER – VISTAMILK SFI RESEARCH  
CENTRE  
(REF: VM/OP2/0519)**

**JOB SPECIFICATION &  
APPLICATION PROCESS**

**PLEASE READ CAREFULLY**

Then follow the link below to access  
the Application Form for this post.

**[Application Form](#)**

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**ENQUIRIES IN RELATION TO THIS ROLE SHOULD BE DIRECTED TO:**  
**Tanya Egan, Recruitment Services Manager, Teagasc**  
**Email: [tanya.egan@teagasc.ie](mailto:tanya.egan@teagasc.ie)**  
**Phone: 076 1112452**

## Teagasc Job Specification

### IP and Business Manager –VistaMilk SFI Research Centre (Ref: VM/OP2/0519) (Externally Funded Non Grant-in-Aid)

<b>Post Type:</b>	Temporary
	Externally Funded Non Grant-in-Aid contract post, the indicative duration of which is 60 months, subject to contract.
	A panel may be formed from which future similar vacancies may be filled; such a panel will remain active for a maximum period of 12 months.
<b>Title of Project:</b>	VistaMilk Centre.
<b>Location:</b>	Teagasc, Moorepark Research Centre, Fermoy, Co. Cork, Ireland, P61 C996.
<b>Reporting To:</b>	VistaMilk Centre Manager and/or other nominated manager as may be identified from time to time.
<b>Grade/Salary:</b>	Administration Grade 4 with a starting salary of €43,327 per annum. The current salary scale is €43,327 to €56,441 (max.).
	Remuneration may be adjusted from time to time in line with Government Policy.
<b>Background:</b>	<p>The VistaMilk SFI Research Centre aims to be an agent of growth for the Irish dairy industry by being a world leader in fundamental and translational research for precision pasture-based dairying. VistaMilk represents a unique collaboration between Agri-Food and ICT research institutes and leading Irish/multinational food and ICT companies. The Centre is hosted by Teagasc, the national agency with responsibility for agriculture and food research, in partnership with the Tyndall National Institute, Ireland's national microelectronics institute, the Telecommunications Software &amp; Systems Group (TSSG) at Waterford Institute of Technology and the Insight Centre for Data Analytics (at UCD, NUIG, DCU).</p> <p>VistaMilk consists of a Director and six co-applicants with skillsets in agriculture, food, sensing, communications and analytics. The applicant group is supported by 22 funded investigators, 43 academic collaborators and 48 industry collaborators. The Centre will hire 90 researchers consisting of 58 postgraduate students and 32 post-doctoral researchers as well as supporting technical and operational staff.</p>
<b>Basic Function:</b>	The IP and Business Manager post is a temporary full time 6-year position, based in Teagasc, Moorepark Research Centre, Fermoy, Co. Cork. The remit of the VistaMilk Centre is to be an agent of growth for the Irish dairy industry by being a world leader in fundamental and translational research for precision pasture-based dairying. The Centre is a unique synergistic collaboration between Ireland's leading agriculture and food research

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organisation (Teagasc) and Ireland's major research Centres in sensor-system development (Tyndall), networking and communications (TSSG), and data analytics (UCD-Insight).

Reporting to the Centre Manager, the primary role of the VistaMilk IP and Business Manager will be to lead the IP management activities in the Centre and to develop and promote positive relationships with industry partners. The post holder will manage the Collaborative Research Agreements and all IP and business development aspects of the research programme, in collaboration with the Teagasc Technology Transfer Office (TTO) and the TTO offices of other research performing organisations. The successful candidate will be expected to manage a large number of agreements associated with industry partners; this will include maintenance of the background and foreground IP register. The candidate will also be expected to provide information seminars and outreach to Centre staff on best management practices for IP, and to actively engage with researchers and industry to identify possible commercial opportunities. The candidate is expected to have an in-depth knowledge of IP and commercialisation related matters as well as the IP landscape in the Agri-Tech and Agri-Food industries both in Ireland and globally. The post will require travel both nationally and internationally as required. Experience in dealing with IP in the Agri-Food/Dairy/ Tech space would be a major advantage.

### Duties and Responsibilities:

- With the VistaMilk executive committee, provide leadership in the strategic development, implementation, and review of the VistaMilk commercialisation strategy; in doing so accelerate the realisation of the economic benefit through the active exploitation of the VistaMilk inventions.
- Develop, monitor and sustain successful industry collaboration and resultant intellectual property capture and licensing including spinout activity.
- Attract and develop new industry partners to engage with VistaMilk.
- Draft, review and negotiate research agreements, IP and other technology transfer agreements including invention disclosure forms, license agreements, and non-disclosure agreements.
- Liaise with the TTOs in partner organisations and other VistaMilk stakeholders to develop VistaMilk business and commercialisation activities to their full potential.
- Liaise with patent agents and inventors during patent filing and ensure timely responses to office actions and related matters.
- Maintain the registers of foreground and background IP, identify VistaMilk foreground IP and manage the invention disclosure process.
- Ensure that all IP related records are maintained and filed.
- Educate VistaMilk researchers on IP issues and business development, ensuring completion and monitoring compliance of researcher undertakings, in accordance with national IP policy.
- Management of the publication clearance procedure.
- Establish and maintain links with key personnel in Science Foundation Ireland, Enterprise Ireland and other relevant bodies to ensure maximum impact of VistaMilk IP and commercialisation activities.

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- Support external funding applications by VistaMilk researchers.
- Define, monitor, collect, and report all related key performance indicators to the management team, governance boards and funding bodies as required.
- Assist Teagasc in meeting the commitments of the Quality Customer Service Charter and Action Plan.
- Actively participate in the annual business planning and Performance Management Development System (PMDS) processes.
- Fully co-operate with the provisions made for ensuring the health, safety and welfare of themselves, fellow staff and non-Teagasc staff and co-operate with management in enabling Teagasc to comply with legal obligations. This includes full compliance with the responsibilities outlined in the Safety Statement.
- Ensure that Teagasc People Strategy (2018-2022) initiatives are consistently implemented, as required.
- Any other duties as may be assigned from time to time.

*\* This job specification is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive. It will be reviewed from time to time with the post holder.*

### Person Specification:

Note: The 'Essential' qualifications, skills and knowledge outlined below are 'must-have' which will be used in the shortlisting process.

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Candidates must have an honours Level 8 degree in science, engineering, ICT or a related discipline,</li> </ul>	<ul style="list-style-type: none"> <li>• A business-related postgraduate qualification and/or experience in business and IP management would be a distinct advantage.</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Extensive experience and a proven track record of negotiating research agreements, IP and other technology transfer agreements including invention disclosure forms, license agreements, non-disclosure agreements between industry and academia.</li> <li>• Experience in development of collaborative research projects and commercialisation of resultant IP.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in participating in multidisciplinary projects.</li> <li>• Previous experience in managing internal and external customer relationships.</li> <li>• Previous experience in Agri-Food and Agri-Tech sectors at national and international level.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Excellent negotiation skills at senior level – effective communicator both written and verbal with demonstrated ability to influence in a positive way.</li> <li>• Excellent time management skills with the ability to meet deadlines while working on multiple projects – ability to prioritise tasks and see them through to completion.</li> <li>• Excellent IT skills including experience with MS Word,</li> <li>• Excel PowerPoint and Outlook.</li> </ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Track record of business development and negotiation in a relevant industry sector or in a research performing organization (RPO), to build and sustain successful industry-RPO collaboration and resultant intellectual property capture and licensing.</li> <li>• Experience in development and commercialisation of research.</li> <li>• Experience in IP management, patent filing, and identification, protection and transfer of IP from collaborative research.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in writing and winning competitive research proposals would be an advantage.</li> <li>• Experience of SFI reporting requirements.</li> <li>• Familiarity with Enterprise Ireland, Science Foundation Ireland, Irish research council and H2020 contract terms and conditions.</li> </ul>
<b>BEHAVIOURAL COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• Strives for high quality of work and demonstrates commitment to building new and maintaining successful collaborations with industry and other stakeholders.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with keen attention to detail, to enable collaboration.</li> <li>• Ability to manage the relationships of a wide range of stakeholders including researchers, industry, state agencies and others.</li> <li>• A proactive, solutions-focused approach to work.</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Candidates must satisfy and continue to satisfy during employment with Teagasc, legal requirements to drive unaccompanied on Irish public roads.</li> </ul>
<b>ELIGIBILITY</b>	<ul style="list-style-type: none"> <li>• This is an open public competition. Should a current serving Teagasc staff member be successful in their application through open public competition for this post, their current contract of employment with Teagasc will come to an end on taking up this post.</li> </ul>

### How to Apply:

See Application Process on pages 7-9 of this booklet.

## Application Process

### 1. Your Application

A Job Specification is provided for this post outlining the role at Administration Grade 4 level.

Candidates will be shortlisted for interview by an Expert Board on the basis of the information supplied on their Application Form. In the shortlisting process, the Expert Board will examine the applications received and will assess them against pre-determined criteria based on the requirements of the post. Candidates are therefore advised, in their own best interest, to provide a detailed and accurate account of their qualifications and experience on their Application Form. The essential requirements for the post are outlined in the individual Job Specification.

The admission of a candidate or internal staff member to a competition, or invitation to attend an interview, should not be taken as implying that Teagasc is satisfied that such candidate or staff member fulfils the requirements for the job. It is important, therefore, that all candidates note that the onus is on the candidate to ensure they meet the eligibility requirement for the competition before attending for interview.

### 2. Application Procedure

An Application Form for this post can be accessed on the Teagasc website at [www.teagasc.ie/careers](http://www.teagasc.ie/careers).

The completed Application Form and supporting documentation should be submitted to this email address: [teagascjobs@clark.ie](mailto:teagascjobs@clark.ie).

The relevant reference code and job title should be clearly stated in all correspondence.

Teagasc is an equal opportunities employer. As part of Teagasc Gender and Diversity Strategies Teagasc welcomes a balanced pool of candidates.

Canvassing will disqualify.

### 3. Closing Date

The closing date for receipt of completed applications is **12 noon on Thursday 27<sup>th</sup> June 2019**. Applications received after this time will not be accepted.

### 4. Interview Date

Interviews which will be based on a competency assessment for the post are likely to be scheduled to take place **mid-end July 2019** subject to the availability of interview board members. Interviews will take place in Teagasc Research Centre, Moorepark, Fermoy, Co. Cork.

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The onus is on all applicants who are shortlisted for interview to make themselves available for interview on the identified interview date.

### 5. References

Candidates who are shortlisted for interview will be required to provide the names and contact information for up to three work referees. Referees will be contacted only after interviews have taken place and with the prior consent of the candidate.

### 6. Interview Expenses

Teagasc will not cover any expenses associated with attending for interview.

### 7. Key Terms & Conditions

- a) **Post Type.** Temporary appointment, for an indicative duration of 6 years, which may be renewable subject to funding, contract and relevant Department of Agriculture, Food & the Marine (DAFM) sanction.
- b) **Probation.** Appointment is subject to an 11-month probationary period.
- c) **Salary Scale.**

Administration Grade 4	
	Euro (€)
<b>Min</b>	43,327
<b>2</b>	45,851
<b>3</b>	48,028
<b>4</b>	49,433
<b>5</b>	50,833
<b>6</b>	52,233
<b>7</b>	53,636
<b>8</b>	55,041
<b>Max</b>	56,441
<b>LSI 1</b>	58,466
<b>LSI 2</b>	60,486

Starting pay will be at the minimum of the scale per Government Circular E100/8/82. Remuneration may be adjusted from time to time in line with Government Policy.

- d) **Annual Leave.** The annual leave entitlement for Administration Grade 4 is 29 days.
- e) **Pension Entitlements.** This is a pensionable position. As a result of recent legislative changes, a number of different pension provisions apply to existing and newly appointed public servants in Ireland. The details of the pension arrangements to apply to the successful candidate will depend on his/her previous service (if any) in the Irish





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Public Service. These details will be discussed, on request, with the prospective candidate in the context of their particular service profile.

### **8. Further Information**

Further information may be accessed from the Teagasc website at <https://www.teagasc.ie/about/opportunities/>.