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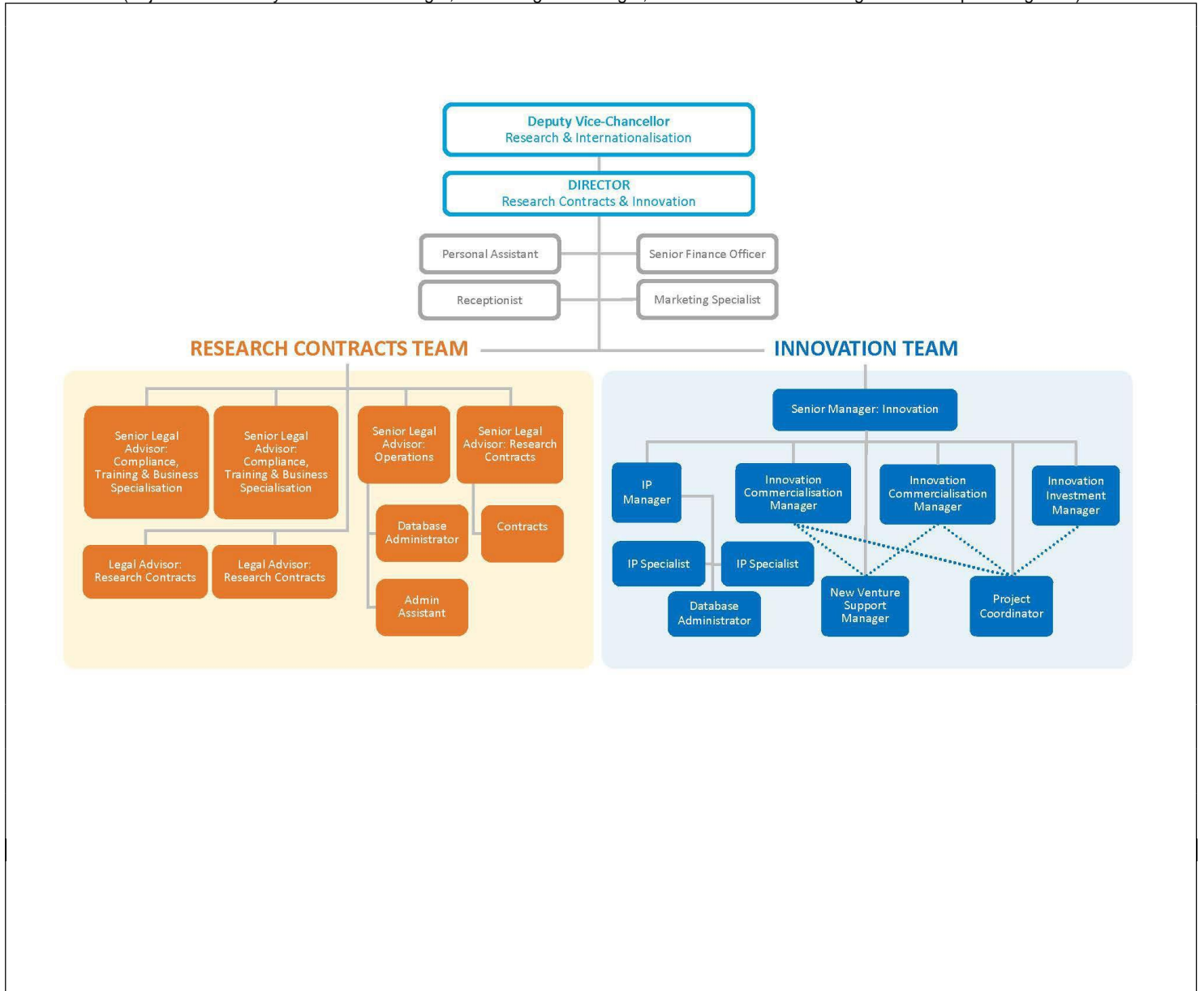
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Director: Research Contracts & Innovation		
Job title (HR Business Partner to provide)	Senior Research Support Director		
Position grade (if known)	PC13(4)	Date last graded (if known)	2024
Academic faculty / PASS department	Research Contracts & Innovation		
Academic department / PASS unit			
Division / section	Research Contracts & Innovation		
Date of compilation	January 2025		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The Director, Research Contracts & Innovation reports to the Deputy Vice Chancellor responsible for Research & Internationalisation. The Director oversees and manages the authority delegated by Council as its related to research, research- related and extension contracts. This is achieved by overseeing the activities of a team of Legal Advisors and support staff that are responsible for the formal drafting, negotiating, and finalisation of sponsored research agreements, collaboration agreements, confidentiality agreements, license agreements and material transfer agreements as they relate to research and research related contracts. In addition, the incumbent must ensure that proper administrative processes are in place for the processing of contracts and down and upstream processes related to the that.

Additionally, the incumbent leads all aspects of the technology transfer operations, including but not limited to personnel, strategic planning, and oversight of the entire technology transfer process from intellectual property identification, patenting, marketing and licensing, to licensing compliance and renewal, with the goal of maximizing access to University research and discoveries through commercialization efforts and entrepreneurial endeavors. This is achieved by overseeing the activities of a team that are focused on Intellectual Property (IP) management and IP commercialisation .

The incumbent must ensure that the University has the necessary policies, processes, and structures in place to comply with relevant legislation (local and international), funders terms and conditions and other activities so that the University's risk profile is not compromised. The incumbent assists senior management, departmental administrators, principal investigators, and staff members by interpreting and explaining contractual terms and conditions; explaining relevant laws; and assisting in the resolution of problems that develop during projects by consulting with the senior management, investigator(s), staff, and contractual partners.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional manner.</p>
1	Strategic direction, management, and alignment of Research Contracts & Innovation (RC&I)	10	<p>Ensure operational plan and KPI's aligns with the Department's mandate and the institution's overall vision and strategy and executed accordingly.</p> <p>Ensure the staffing structure complements the operational needs of the Department.</p> <p>Ensuring a high-performance culture in the department</p> <p>Ensuring and monitoring that all staff are trained, skilled and their expertise is optimally applied.</p> <p>Preparing and managing the Department's operating budget and ensuring expenditure is within budget parameters.</p> <p>Seek, as needed, external funding sources in support of the operational and commercialisation activities of the Department.</p>	<p>Effective line management of the Department</p> <p>Budgets, forecasts, and reports are prepared and submitted as required.</p> <p>The Department's finances are in good order and within budget and the Department is appropriately resourced to deliver on its mandate.</p> <p>Staff members understand their roles and are enabled to work efficiently and meet the needs of those serviced by the Department.</p> <p>Staff members performance is assessed, and feedback provided.</p>

2	Innovation, Technology transfer, and Commercialisation.	40	<p>Ensure that systems and procedures are in place for efficient IP management which cover the strategic management of the IP portfolio (including database and reporting capabilities) review processes, decision making criteria and stages and associated staff training and development.</p> <p>Establish and build Innovation and Commercialization support structures and decision-making processes, which inter alia cover the seeking and provision of development and commercialization funding (internal and external), route to market decisions, valuation of technologies, investments, incubation of potential businesses, business development and business establishment support, mentorships and training of founders and entrepreneurs.</p> <p>With regards to internal innovation funding, approve awards made from the UCT PreSeed Fund and Chair the Steering Committee of the Innovation Builder Fund and the Investment Committee of the Evergreen Seed Fund.</p> <p>Review and where necessary present cases to the Intellectual Property Advisory Committee (IPAC) for guidance, consideration and/or approval.</p> <p>Ensure IP and Innovation are promoted through the education and training of the research community through seminars, workshops, reports, publications, and a well-developed website.</p> <p>Ensure that the University is compliant with national legislation as it relates to intellectual property e.g. IPR Act (including regular statutory reporting and referrals to the National IP Management Office (NIPMO)) and Exchange Control regulations.</p> <p>Establish the infrastructure to support Social Science, Humanities and Arts for People and Economy (SHAPE) commercialisation</p>	<p>Intellectual property emanating from UCT's research and development is identified, protected, utilised and commercialised for the benefit of UCT ,South Africa, whether it be for a social, economic, or any other benefit</p> <p>Activities are compliant with UCT's policies, national legislation and UCT's IP portfolio are well managed.</p> <p>Staff effectively trained on systems and procedures.</p> <p>Seed funds are available and well managed.</p> <p>Advisory services to UCT innovators</p> <p>Resources made available UCT staff and students (postgrad)</p> <p>Good understanding and awareness of Innovation, IP and commercialization across the University community</p> <p>Investors consider the University as a competent and reliable collaborator and co-investor</p> <p>A department that is competitive internationally, that is efficient and effective and considered as such by the institution, government, and the tech transfer community at large.</p>
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3	Research and Research related Contracting	50	<p>Ensure that contractual negotiations are done in a spirit of collaboration, but with due consideration of the University's policies, procedures, local and international legislation, prior commitments as it relates to the technology involved and any other risk factors upstream and downstream.</p> <p>Ensure that the University, processes, policies and procedures are developed when necessary and implemented to ensure compliance with legislation (local and international) and funders' requirements.</p> <p>Keep abreast of relevant legislation, funders' terms and conditions and serve as liaison with funders during research integrity / compliance issues where needed.</p> <p>Oversee institutional approval of research funding applications</p> <p>Investigate and evaluate the legal implications and impact of legal compliance issues and recommend operational changes or alternative policies and procedures. and provide training for the research community on legal aspects of issues encountered in the conduct of their business.</p> <p>Act as point of contact and provide input to national bodies/departments related to national legislation and policies which have an impact on or could influence the research activities of the institution. In this regard also work closely with Finance department and Research Offices and representatives of other HEIs and other stakeholders</p> <p>In collaboration with Finance department develop and maintain appropriate processes and procedures for many pre- and post-award activities</p> <p>Assist Finance in the development and maintenance of processes and procedures related to overhead costing models and budgeting and assist/ take part in discussions / negotiations on these matters with national entities such as NIPMO.</p> <p>Assist Finance in dealing with VAT issues related to contracts and the strategic use of data, and work closely with our Tax advisors, in negotiations with SARS.</p> <p>Process flows, processes and Electronic Research Admin (eRA) procedures are designed and maintained to ensure optimal efficiency.</p> <p>Ensure the development of relevant training material and courses, self-learning, on-line and in-person.</p> <p>Prepare annual and adhoc annual statistics on the number and value contracts of research concluded, as well as the value and source of funding</p>	<p>Minimisation of financial, compliance and reputational risks to university</p> <p>Provide efficient and effective service to internal and external clients.</p> <p>Professional services in line with best international standards</p> <p>Administrators and Researchers have good understanding of their roles and responsibilities and are appropriate educated wrt policies, legislation and funders terms & conditions.</p> <p>Appropriate recordkeeping and information is up to date on eRA system.</p> <p>UCTs' interests are adequately protected.</p> <p>Information needed for Due Diligence requests is up to date and provided in time.</p> <p>Due Diligence processes are in place and risk determination criteria are formulated.</p> <p>Information available to determine the annual contracting and research fundraising performance at university and faculty levels.</p>
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MINIMUM REQUIREMENTS

Minimum qualifications	<p>A NQF 9/master's degree in science or engineering</p> <p>A second qualification in a discipline such as LLB, MBA or other relevant professional degr</p>			
Minimum experience (type and years)	<p>Minimum of 10 years of experience in contract management and administration and technology commercialisation in a Higher Education or alike environment.</p> <p>Experience in academic and industrial practices.</p> <p>Demonstrable experience in financial management.</p> <p>Research contracts experience: Very good knowledge of contract law, good judgment and ability to negotiate complex contractual terms and conditions. A very good understanding of industrial contracts, contract administration, research policies, intellectual property and financial issues in an academic environment. Have successfully managed, negotiated intellectual property agreements between universities, industry and government.</p> <p>Innovation and Commercialisation: An appropriate profile in science and technology management, with adequate knowledge of the higher-education and the private sectors and national system of innovation. Good understanding of science & technologies across faculty borders Experience with spin-off company formation. Good understanding of science & technologies across faculty borders</p> <p>Leadership: Demonstrable and strong leadership track record.</p>			
Skills	<p>Problem solving ability.</p> <p>Strong verbal and written communication skills, including the ability to interact effectively with a diverse audience of professionals.</p> <p>Detail oriented, with a high degree of accuracy.</p> <p>Negotiation and project management skills</p> <p>Ability to work effectively as a member of a team which cuts across the university community and the university's external constituencies.</p> <p>Strong collaboration skills for working with inventors, industry, governmental organisations, investors, and entrepreneurs.</p>			
Knowledge	<p>Experience in business management/technical product management.</p> <p>Extensive knowledge of institutional policies and law and be able to represent the institution in the negotiation of contractual terms at a senior management or legal counsel level.</p> <p>Demonstrated knowledge of intellectual property protection and management, licensing, and technology transfer in an academic or industry setting.</p> <p>Excellent understanding of finances and budgeting.</p>			
Professional registration or license requirements	Registered as a Technology Transfer Professionals (RTTP) will be an advantage.			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	<p>The following will be advantageous:</p> <p>An MBA or Professional degree.</p>			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / problem solving	3	Formal presentation	3
	Building interpersonal relationships	3	Conceptual thinking	3
	Client service and support	3	Decision-making / judgement	3
	Planning & organising	3	Professional knowledge and skill	3
	Teamwork / Collaboration	3	Written communication	3

	University awareness	3	Strategic leadership	3
	Individual leadership	3	Resource management	3
	Impact/Influence	3	Risk Taking	3
	People Management	3	Negotiations	3
	Meeting Facilitation	3	Creativity and Innovation	3
	Energy	3	Risk Taking	3
	Managing Conflict	3	Coaching/developing Others	3


SCOPE OF RESPONSIBILITY

Functions responsible for	<p>Leads all aspects of the technology transfer operations by overseeing the activities of a team that are focused on Intellectual Property (IP) management and IP commercialization.</p> <p>Oversees and manages the authority delegated by Council as its related to research, research-related and extension contracts. This is achieved by overseeing the activities of a team of Legal Advisors and support staff.</p> <p>Ensure that the University has the necessary policies, processes, and structures in place to be comply to relevant legislation (local and international), funders terms and conditions and other activities so that the University's risk profile is not compromised.</p>
Amount and kind of supervision received	Report to the DVC Research & Innovation and relevant committees on matters related to the above as needed
Amount and kind of supervision exercised	Staff and operational process of the Department and other related processes as they related to the mandate of the Department
Decisions which can be made	<p>Purchasing as allowed per delegation of authority (GEN002 & PPP002)</p> <p>Staff appointments (PC 1 to PC 12)</p> <p>Additional salary payment < R25 000</p> <p>Setting individual salaries up to standard package (PC 1 to PC 12)</p> <p>Approval of Research, research related and extension services contracts up to value of R36 800 (inclusive of VAT and Co-approve (DVC/Registrar/COO) for amounts above R36 800.</p> <p>Licensing and assignment terms</p> <p>Pre-seed and Seed fund allocations</p> <p>Patent Filing</p> <p>Route to market decisions,</p> <p>Valuation of technologies</p> <p>Incubation of potential businesses,</p> <p>Business development and business establishment support</p>
Decisions which must be referred	Investments in Spin-off companies (IPAC), Contractual Terms that hold potential high risk. Matters related to non-performance and/or breach, which could lead to litigation. Problematic matters with Provincial/ Government departments and Statutory bodies, which could potentially impact on relationships at an institutional level. Non-compliance and non-performance of administrators and researchers.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Executives, Research Community, Central Finance, Research Finance, Faculty Finance, eResearch, Registrar's Office, Research Offices Development & Alumni Department, International Office, Communication and Marketing
External to UCT	Patent Attorneys, Law firms, Legal/Tax Advisors, Auditors, Company Executives, University & institutional legal offices, Technology Transfer representatives, Representatives of Government Departments and Statutory bodies, Director Generals, Representatives of international funding entities, Investors, Venture Capital representatives.

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder	Vacant			
Direct Line Manager/Supervisor	Prof Jeff Murugan			
Area Line Manager	Prof Jeff Murugan			
HOD	Prof Jeff Murugan			
Dean / ED	Prof Jeff Murugan			
HR Business Partner	Barbara Jones		X3928	23/01/2025