

HUMAN RESOURCES
SIMON FRASER UNIVERSITY
ADMINISTRATIVE & PROFESSIONAL STAFF
POSITION DESCRIPTION

A. IDENTIFICATION

Position Number: 64968

Position Title: Technology Manager

Name of Employee:

Department: Innovation Office

Position Reports to: Associate Director, Innovation Office

Description Prepared By:

Date: Nov. 23, 2011

B. POSITION SUMMARY

Briefly describe the primary function and purpose of the position in one or two sentences.

Reporting to the Associate Director, the Technology Manager oversees the management of University innovations and intellectual property in the fields of digital media, entertainment, gaming, e-learning, software, firmware, computers and digital media and mechatronic devices, and other media applications and content. The Technology Manager also identifies, assesses, markets, and commercializes University technologies with an emphasis on digital technology innovations.

C. DUTIES AND RESPONSIBILITIES

Starting with those you consider the most important, list and describe the main duties and responsibilities of the position. For each item start with an action verb and briefly describe WHAT is done, HOW it is done and WHY it is done. Indicate the percentage of time spent on each particular task.

Commercialization of University Innovations

(65%)

Manages University inventions and intellectual property in the fields of digital media, entertainment, gaming, e-learning, software, firmware, computers and digital media and mechatronic devices, and other media applications and content by conducting preliminary assessments and market analyses of inventions by investigating industry trends using a variety of information sources including web-searching techniques to determine whether patenting, industrial partnerships (licenses, joint ventures or new company formation) are feasible or desirable for a technology.

Conducts, from-time-to-time, patent assessments and searches to recommend patenting or determines other recommended forms of IP protection. Administers patent application prosecutions by: coordinating legal requirements; issuing, for approved projects, instructions to external patent counsel; verifying related costs; and maintaining appropriate documentation to monitor each patent case. Manages patent infringement claims by consulting with technical and legal expertise and recommending appropriate action(s) to protect the University's proprietary assets.

Assists researchers with the development of commercialization grant proposals related to University technologies.

Manages technology development projects by: recommending prototype funding requests; accessing appropriate financing sources; monitoring project progress; and assessing project results to determine the next steps in a commercialization process.

Manages formal market studies for technologies by securing funding, recruiting independent consultants and supervising work to ensure timely delivery of market information affecting commercialization decisions.

Markets University technologies and innovations by: searching out and initiating appropriate contacts; arranging the preparation and distribution of technology information packages; and coordinating meetings and presentations to locate suitable licensees or joint venture partners.

Identification and Assessment of University Innovations and Development of New Relationships & Opportunities (35%)

Acts as a resident resource for SFU-Surrey researchers seeking information and counsel with respect to Innovation Office services.

Promotes Innovation Office services by conducting information sessions with researchers, staff, departments, and schools to stimulate new technology disclosures and identify research results, knowledge and services that may have commercial potential.

Investigates and compiles information on current market and industry trends through review of reports, attendance at conferences and industry association events, as well as meetings with local business leaders.

Investigates and compiles data on various federal and provincial funding programs and venture capital pools by: researching appropriate information sources; attending program advisory sessions; and reviewing business literature to counsel researchers and corporate partners regarding project financing and private investment opportunities.

Works with the Executive Director, SFU, Surrey, from time-to-time, to identify potential industry partners in the Fraser Valley region and support initiatives and programs to engage business with research initiatives and new ventures at the University.

D. DECISION MAKING

Give some typical examples of the most important decisions the incumbent is expected to make in carrying out the duties and responsibilities of the position. To what extent can the incumbent rely on established policies or advice from others in making these decisions?

The position has a high degree of discretion in recommending projects for development and delivery of Innovation Office services for approved projects. The incumbent also recommends terms for commercialization agreements for approval by the Associate Director or Director.

To successfully perform the duties of the position incumbent must possess sound judgment in making independent business decisions and liaising with faculty and industry.

E. SUPERVISION EXERCISED

Indicate the number of employees for whom the position is responsible:-

Number of employees reporting directly to the position.	0*
Total number of employees for whom the position has direct responsibility.	0

*The incumbent will occasionally supervise consultants contracted to perform work required for the completion of market surveys and other projects.

F. SUPERVISION RECEIVED

Describe the extent to which the supervisor determines the day to day work load of the position and assists in the completion of duties. Explain the nature of guidance received and how often work is checked or reviewed.

The incumbent works under general guidance and direction. The position has considerable discretionary authority in managing day-to-day project activities, time allocation, and decision-making.

Project selection, portfolio strategy, and performance objectives are determined with the Associate Director, who also provides direction on matters pertaining to University policy and/or procedures in the absence of established policies.

G. UNUSUAL WORKING CONDITIONS

Describe unusual working conditions, specialized assignments or any other aspect of the work that should be considered in evaluating this position.

The incumbent is required to develop commercial relationships involving individual faculty, University and industry partners University/industry technology transfer arrangements that involve equity positions are relatively complex agreement as these often include venture capital interests as well. Unlike other goals of the University mission statement, the technology transfer function is non-traditional and consequently is not governed by well-established policies and procedures. This role requires periodic business travel and attendance at industry events outside of normal business hours.

H. ENTRANCE QUALIFICATIONS

What combination of experience, training and/ or formal education do you believe is the minimum required to perform the duties of this position?

Master's degree in Science, business, or a related field, with six years of professional experience including experience in research, business development, and financing in the field of digital technology, or an equivalent combination of education, training, and experience.

Excellent knowledge of research, business development, and financing of technological innovation in the field of digital technology.

Good understanding of university and corporate cultures.

Excellent organizational ability, initiative, and independent judgment.

Superior interpersonal and communication skills to effectively deal with University, business, and government professionals.

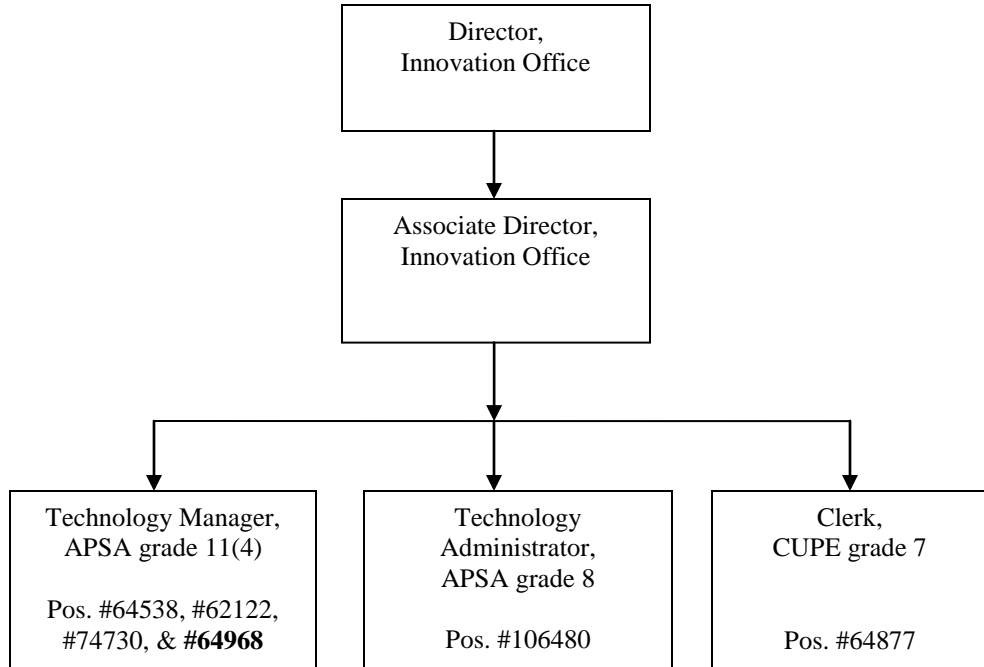
Excellent analytical and decision making skills.

Ability to manage several projects and technologies concurrently.

Strong marketing and presentation skills.

I. ORGANIZATIONAL RELATIONSHIPS

Indicate in the appropriate Hocks the title of the position to which this position reports and the titles of the positions reporting directly to it.



J. APPROVALS

Incumbent's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Signature of Next Administration Level _____ Date _____