A. IDENTIFICATION

Position Title: Senior Technology Manager
Department: Industry Engagement
Position Reports To (Title): Director, Industry Engagement
Date: September 19, 2017

B. POSITION SUMMARY

Reporting to the Director, Industry Engagement, the Senior Technology Manager identifies, assesses protects and commercializes University innovations, oversees the development of technology and intellectual property portfolios leading to successful commercialization through inter-institutional collaboration agreements, licensing and/or the formation and development of spin-out companies. The Senior Technology Manager supervises assigned Technology Manager, consultants, and interns in the completion of commercialization-related research and projects.

C. DUTIES AND RESPONSIBILITIES

Commercialization of University Innovations (65%)

Manages University inventions and intellectual property 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, in furtherance of the University's research and innovation agenda.

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 coats; and maintaining appropriate documentation to monitor each patent case. Manages patent infringement claims by consulting with technical and legal expertise and recommends appropriate action(s) to protect the University's proprietary assets.

Manages technology development projects by: recommending commercialization strategies, articulating prototype development and technology characterization plans, accessing appropriate financing sources; monitoring and reporting on 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.

Assists researchers and developers with the preparation of commercialization grant proposals related to University technologies. Identifies suitably qualified external technology consultants and arranges for Independent Contractor Agreements, as required.

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, entrepreneurs or joint venture partners.

Liases and meets with institutional partners regarding Inter-institutional commercialization projects. Negotiates and recommends business terms for Inter-institutional projects. Provides reports on project progress to the Director, Industry Engagement.

Identification & Assessment of University Innovations and Development of New Relationships & Opportunities (20%)
Acts as a resident resource for SFU 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.

Engages with potential industry partners and supports initiatives and programs to engage business with research initiatives and new ventures at the University.

Assists industrial partners in developing applied research projects with university researcher.

**Training & Development (15%)**

Provides orientation and training to assigned Technology Manager. Assigns appropriate projects and provides guidance on project completion.

Participates in, and arranges for the Technology Manager access to relevant training programs and educational workshops and events from organizations including AUTM, MBIA, CABI, AACT, LES, BCIC, VEF, LSBC, BCTIA and other organizations.

Provide training to SFU researchers and students through participation in information sessions, workshops and lectures.

**D. DECISION MAKING**

i) *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?*

- Conducting preliminary assessments and market analyses of inventions.
- Recommending projects for development and in the delivery of Innovation Office services for approved projects.
- Recommending terms for licensing or commercialization agreements for approval by the Director, Industry Engagement.
- Conducting patent assessments and searches to recommend patenting or determines other recommended forms of IP protection.
- Managing technology development projects.
- Supervising and training of Technology Manager and interns.

ii) *Give some examples of the types of decisions the incumbent would refer to his/her supervisor.*

- Final decisions on projects for development.
- Final decisions on terms for licensing or commercialization agreements.

**E. SUPERVISION EXERCISED**

Number of continuing employees reporting directly to the position: 1

Total number of continuing employees for whom the position has direct responsibility: 1
Note: The incumbent will also supervise interns assigned to the department and consultants periodically contracted to perform work required for the completion of market research and other projects.

**F. SUPERVISION RECEIVED**

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

**G. UNUSUAL WORKING CONDITIONS**

The incumbent is required to develop commercial relationships involving individual faculty, University, and industry partners, including University/industry technology transfer arrangements involving equity positions that are relatively complex agreements 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**

Master’s degree in Business, Science, or a related field, with six years of professional experience in research, commercialization, early stage business development, angel or venture capital financing, or an equivalent combination of education, training, and experience.

Excellent knowledge of research, technology commercialization, business development, and financing of technological innovation.

Good knowledge of university and corporate cultures.

Excellent organizational skills.

Excellent project management skills.

Excellent communications and marketing skills.

Excellent analytical and decision-making skills.

Excellent interpersonal and communication skills (oral, written, and presentation).

Ability to demonstrate initiative and to exercise independent judgment.

Ability to manage several projects and technologies concurrently.

Ability to effectively deal with University, business, and government professionals.

Ability to exercise sound judgment in making independent business decisions and liaising with faculty and industry.