

NOTES

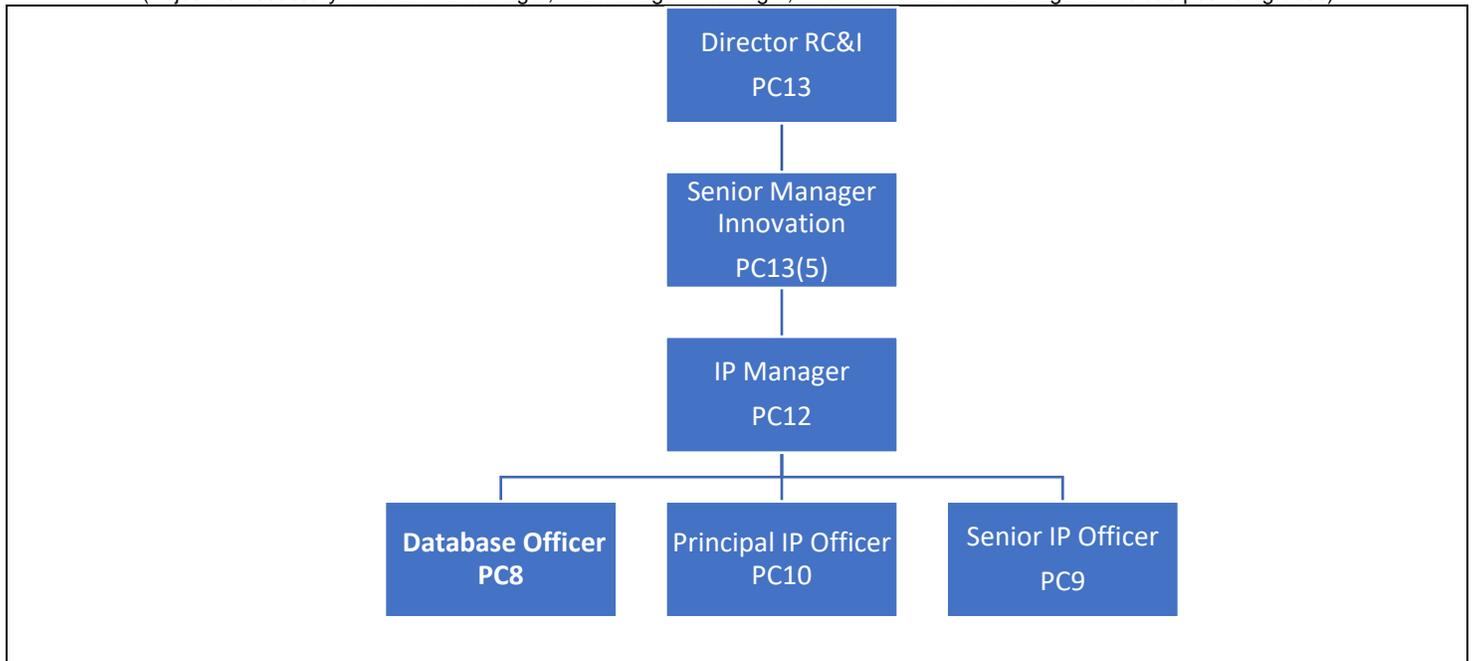
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Database Officer		
Job title (HR Practitioner to provide)	Database Administrator		
Position grade (if known)	PC8	Date last graded (if known)	December 2019
Academic faculty / PASS department	Research Contracts & Innovation		
Academic department / PASS unit			
Division / section			
Date of compilation	May 2019, amended November 2019		

ORGANOGRAM

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



PURPOSE

The main purpose of this position is to log details relating to intellectual property rights, key contacts and associated licenses and financial information on *Inteum*, an intellectual property management database and to manage the information (e.g. by creating reports for use by RC&I, university faculty and departments as well as for statutory reporting as well as setting reminders). The role requires an understanding of intellectual property processes so that information received can be captured appropriately and allocated to the correct case, patent application stage, assigned the correct cost allocation code and where necessary appropriate reminders set for future action by case managers and that cost forecasts are maintained for “next events” to support budgeting.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Logging of Intellectual Property (IP) information on Inteum.	50	<ul style="list-style-type: none"> • The Database Officer (DBO) will be copied on all of the IP team’s communication with patent attorneys and will take responsibility for the logging of relevant information, based on their understanding of IP protection processes and procedures, on the IP database Inteum. This will include the following: <ul style="list-style-type: none"> ○ Identifying which emails are of importance and associating them (with attachments, which may need to be renamed appropriately) to the correct technology and patent application on Inteum; ○ Updating information pertaining to cases as appropriate, e.g. publication dates, grant dates, etc. and changing the application status where necessary on Inteum. ○ Setting reminders where deadlines are mentioned in the emails – in line with RC&I timelines for completion of different tasks. An appropriate priority level should also be set for the task. ○ Processing an invoice that is received in an email. • Ensure that all new “technology” and “patent” and “people” records are completed accurately and that all details have been captured, following up with the relevant party where information is missing. Ensure that a new RIO number is obtained for a new technology and an appropriate 8-character short “SAP Name” is created. 	<ul style="list-style-type: none"> • Accurate, up to date and complete information on <i>Inteum</i>.

2	Finance	30	<ul style="list-style-type: none"> • Where emails are received from the attorneys or from other team members with an invoice attached, they should be processed as follows: <ul style="list-style-type: none"> ○ A batch of hardcopy invoices should be given to the Senior Manager: Innovation for approval at least once a week and once approved, the invoice should be captured on Inteum linking it to the appropriate “patent” application. The DBO will also decide on the best suited classification of the work described on the invoice, using their judgement, for NIPMO reporting purposes. ○ The activity number should be written on the invoice and its should be submitted for to the administrator responsible for processing on SAP. ○ The invoice should also be routed for capture on the IP Support Fund claim on the NIPMO KIM system. • Vendor statements should be checked monthly to ensure that all invoices have been processed and follow-ups implemented where necessary. • Electronic SAP reports should be uploaded onto Inteum to provide “paid” dates and purchase order information on at least a monthly basis, with Rand conversions of foreign payments being uploaded manually. • Based on the DBO’s previous experience (i.e. what has been paid for certain services) and a knowledge of the patenting process, an appropriate next event should be logged as an activity along with a corresponding budget estimate on a patent application, once an invoice has been processed. This will be used by the DBO to generate budget forecasts for different periods or technologies, e.g. anticipated costs until year end, budget for the next financial year, etc. 	<ul style="list-style-type: none"> • Invoices paid timeously and minimization of outstanding payments on vendor statements. • SAP information available on <i>Inteum</i> particularly for the IP Support Fund application (NIPMO) • Patent budget forecast.
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3	Statutory Reporting / Referrals		<ul style="list-style-type: none"> • The DBO will prepare the IP7 Form reports for the UCT IP Portfolio for submission to the National IP Management Office (NIPMO) biannually. This requires that a completion timeline be set with the IP Team case managers, that updates identified in Inteum are transferred accurately and captured on the NIPMO Knowledge Management System (KIM) timeously, that case managers are requested to confirm the accuracy of the information ahead of submission and to ensure that each deadline is met. Inaccuracies in the data submitted may cause patent fund claims being rejected, with financial consequences to UCT. • Technologies should be grouped appropriately into the four classes: Unchanged, Changed, New / Actionable Disclosures and Non-Actionable Disclosures according to the NIPMO guideline. Missing information should be highlighted to the relevant case manager and obtained to ensure that records are complete. • The DBO will also submit IP1 referrals on the KIM system when UCT seeks to abandon IP, along with relevant supporting documentation (as per NIPMO guideline). The DBO will check for NIPMO's eventual approval and recording the outcome on Inteum and advise the case manager. 	<ul style="list-style-type: none"> • Statutory IP7 reporting deadlines met and data submission accurate. • IP1 referrals submitted with all required supporting documentation.
4	Legal Document Management	10	<ul style="list-style-type: none"> • The DBO will be responsible for including missing information on the Confirmation of Assignment and Power of Attorney and routing documents to the appropriate parties (e.g. inventors, Director RC&I) for signature, following up and collating them, maintain record of them on Inteum and couriering the originals to attorney firms as required. • Management of Confirmation of IP Creator Share Forms for an Intellectual Property Right. Proactively preparing the form based on information in the Invention Disclosure Form and routing it for signature by the IP Creators and capturing the information on Inteum. • Uploading Agreements relating to intellectual property transactions to Inteum, linked to the appropriate technologies and capturing key deal parameters (e.g. royalty rate, milestone payments and term). 	<ul style="list-style-type: none"> • Legal documentation returned to attorneys with a target of two weeks from receipt. • Records maintained on Inteum and originals filed. • Intellectual Property agreements captured on Inteum and associated with the appropriate technology(ies)

5	General Reporting, Data Analysis & Training	10	<ul style="list-style-type: none"> • Inventor portfolio reports should be sent to all UCT inventors twice a year (or on request), along with a cover email. • Faculty data queries and reports should be provided timeously. This may involve the creation of specific queries / reports using the Inteum Analytics tool to generate the data. • Appropriate deadlines for the various actions to be taken by case managers, e.g. reviews and agreement deadlines (e.g. when royalty reports are due) should be loaded on Inteum. • General statistics relating to the IP Portfolio should be provided as required by RC&I. • Complete surveys seeking data relating to the UCT IP Portfolio, paying careful attention to the specific definition given to a parameter in a specific survey. • Provide training on Inteum to new users. 	<ul style="list-style-type: none"> • Inventor Portfolio Reports sent out by 31 January and 30 June each year, or within two days of a specific request. • Faculty or other statistics provided within three working days of request. • Annual statistics available by the end of January. • New Inteum users trained.
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MINIMUM REQUIREMENTS

Minimum qualifications	(NQF 5) in relevant IT field of study			
Minimum experience (type and years)	3 years			
Skills	Competence in Microsoft Office and experience of data management in a database			
Knowledge				
Professional registration or license requirements	None			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Accuracy and attention to detail is critical.			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Planning and organizing	2	Building interpersonal relationships	2
	Quality commitment	2	Communication	2
	Teamwork / collaboration	2	Follow-up	2
	Professional knowledge and Skill	2	Resilience / tenacity	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Database maintenance and reporting
Amount and kind of supervision received	Daily interaction with the IP Management team
Amount and kind of supervision exercised	None
Decisions which can be made	Setting suitable reminder periods and priority assigned to activities
Decisions which must be referred	Creation of new fields

CONTACTS AND RELATIONSHIPS

Internal to UCT	Other members of RC&I – primarily those directly involved with IP management as well as the raising of purchase orders. UCT postgraduate student and staff to get forms signed, to provide statistics and personal portfolio information and to obtain relevant personal information.
External to UCT	Patent Attorneys and their PAs to gather information.