

ROLE DESCRIPTION: IP Advisor

March 2026

A BIT ABOUT US

Knowledge is most powerful when it translates into a force for change and growth – and that’s exactly what we do at Wellington UniVentures.

Wellington UniVentures is a subsidiary company of Te Herenga Waka—Victoria University of Wellington (THW—VUW) and we are responsible for creating new for-profit and social enterprises from University research.

Building on our purpose to lift lives everywhere with knowledge | Hikina I kura huna, Wellington UniVentures works with our University innovators to shape their research into initiatives that create impact. We do this by connecting them with partners, industry and investors to enable the growth and development of their idea or invention.

With time, development and Wellington UniVentures’ support, these ideas can become life changing initiatives focused on solving problems and building stronger societies.

The ideas start here in Wellington and we take them to the world.

You can find out more about Wellington UniVentures and the work we do at www.wellingtonuniventures.nz.



ABOUT THIS ROLE

Our IP Advisor is a trusted member of the Wellington UniVentures team, responsible for assisting our stakeholders in identifying and managing their IP. The role is situated in the Wellington UniVentures Legal Team, to provide sound advice on IP protection for researcher led inventions and identify any IP-related risks.

This role involves a combination of legal expertise, technical knowledge, and strategic thinking and help navigate our researchers and commercial managers through the process of managing our IP across a range of complex University commercialisation projects.

The role will work closely with all our people across the Wellington UniVentures team, external academic stakeholders across the University faculties and research Institutes, and legal experts within IP law firms.

ROLE DELIVERABLES

The IP Advisor plays an important role for Wellington UniVentures. You'll be working with the IP Manager to deliver on the responsibilities including:

Management of all IP duties at Wellington UniVentures:

The IP Advisor Supports delivery of all IP requirements for Wellington UniVentures across research, commercialisation, and partnership activities.

This includes the following:

- Management of Foundation IP docketing system including system administration, updating deadlines, assisting with prior art management.
- Assisting with deadline management including prosecution and renewal deadlines for patents, trademarks and designs.
- Assist and coordinate IP novelty searching, analysis, and assessment of the IP landscape to inform strategy and decision-making.
- Provide IP strategy advice and contribute to strategic IP planning and portfolio management.
- Manage relationships with external IP counsel, patent attorneys, and IP teams at academic collaborator institutions.
- Facilitate and manage IP filings for patents, designs, and trademarks, including formalities, prosecution, renewals, and portfolio oversight.
- Prepare and manage IP documentation, including deeds of assignment and ownership transfers.
- Generating reports and preparing schedules for key stakeholders.
- Manage IP-related invoicing, including costs from external counsel and recharging to licensees and start-ups.



Commercialisation and Advisory Support

- Provide advice, education and training to academics, Wellington UniVentures team, and start-ups.
- Contribute to the development of business cases, IP Strategies and IP planning.
- Contribute to commercialisation projects around IP with the Commercialisation Managers.
- Assist in applications to secure pre-seed funding.
- In conjunction with the IP Manager, support the delivery of contracts, including providing sound legal advice on IP related risks and obligations in commercial and licensing agreements.

Systems and Operational processes:

- Adopt Wellington UniVentures processes, systems and policies. Which includes:
 - Completion of data and record updates in CRM, e.g., Zoho
 - Accurately maintaining records in Foundation IP, including updating deadlines,
 - Recording of project and engagement activities in time tracking systems. E.g., Clockify.
 - Record Management in SharePoint.
 - Adopting privacy controls and appropriate sharing of information on discoverable channels.
- Responsible for reporting, data integrity and proactively finding and escalating key pieces of data and information as required on IP related systems.

This role will be working with:

This role reports to the **IP Manager** (this may change from time to time during the course of your employment).

Relationships are critical to this role, and the In-House IP Advisor will need to build and maintain strong working relationships with:

- The wider Wellington UniVentures team CEO, and Commercialisation Managers
- University Research Office staff
- Academic research staff (internal and external).



THE DETAILS

The following specific employment conditions are attached to this role:

	Wellington UniVentures Individual Employment Conditions
Tenure	Permanent
Hours	up to 40 hours week /part time hours considered
Total remuneration range	\$97,000 to \$135,000 FTE dependant on experience (Band 18/midpoint Band 19)
Standard holiday provisions	4 weeks' annual leave
University holidays	5 days (Close down days at Christmas and Easter)

PERSON SPECIFICATION

To succeed in this role, you'll have the following key competencies:

- **Customer Focus:** You believe in the importance of customer service. You listen to and understand the needs of managerial and external customers, and you meet and exceed those need to ensure satisfaction.
- **Commercial Acumen:** You have a sound knowledge and understanding of commercial and environmental matters that impact on our business. You understand emerging directions and challenges as well as trends and issues. You focus on new business opportunities and activities beneficial to Wellington UniVentures and can achieve successful commercialisation outcomes in a cost-effective manner.
- **Self-Management:** You effectively plan and organise work to achieve desired outcomes, taking personal responsibility for making things happen. You are proactive, focused and take action to overcome obstacles and follow through to completion.
- **Professionalism:** You generate confidence in others through professional and ethical behaviour. You are open, honest and consistent in behaviour and can be relied upon. You set high standards of performance for yourself and others.
- **Teamwork:** You show a genuine intention to work co-operatively with others in a team setting, to achieve results and team goals.



- **Relationship Building:** You build and maintain positive working relationships and networks useful to achieving the objectives of Wellington UniVentures.
- **Innovation:** You think in terms of opportunities and possibilities, generating new and creative ideas to improve the status quo.
- **Analysis & Judgement:** You identify and analyse issues and problems, making rational, realistic, and sound decisions based on consideration of the facts and alternatives available. You can digest large amounts of technical information and distil commercial benefits from research. You can commit to a course of action.

Education, Experience & Knowledge

Our perfect person will have some or all of the education, experience and knowledge listed below:

- Proven Australasian IP experience and technical background or expertise in a specific field such as mechanical engineering, engineering or computer science.
- Experience in patent prosecution or supporting patent prosecution activity including drafting patent applications
- Experience in drafting commercial contract and license agreements and identifying risks and opportunities. Qualification as a registered Trans-Tasman Patent Attorney or equivalent
- Strong analytical, writing, and communication skills.
- Demonstrated experience working within a team and proactively engaging across a pipeline of projects.
- Demonstrated experience in a role that requires a high level of attention to detail.
- Exceptional time management and organisational skills, with the ability to work under tight timeframes and busy workloads.
- Demonstrated ability to maintain effective working relationships with stakeholders, both internally and externally.
- Demonstrated ability to use technology to work effectively and efficiently e.g. Microsoft Word, Excel and Outlook, IP systems such as Foundation IP.
- Ability to manage effective relationships with external consultants and contractors.
- Experience working with Microsoft suite and IP database systems
- Ability to understand complex technologies and interpret their application in a commercial environment.

