

**SKILLS FRAMEWORK FOR INTELLECTUAL PROPERTY  
SKILLS MAP – IP PARALEGAL/IP EXECUTIVE**

<b>Sector</b>	Intellectual Property	
<b>Track</b>	IP Legal/Patents Prosecution/IP Strategy	
<b>Sub-track</b>	IP Management	
<b>Occupation</b>	IP Management Advisor	
<b>Job Role</b>	<b>IP PARALEGAL/IP EXECUTIVE</b>	
<b>Job Role Description</b>	<p>The Intellectual Property Paralegal/Intellectual Property Executive files intellectual property (IP) applications relating to patents, trade marks and/or registered designs, and manages copyright-related matters. He/She is able to conduct research and prepares documents for IP-related prosecution. He also documents negotiation outcomes for management's information and complies with professional rules of conduct in his engagement with key stakeholders.</p> <p>He prepares budget reports based on expenses incurred and participates in professional development activities to keep abreast of legal and regulatory developments. He plays a pivotal role in maintaining the organisation's IP portfolio and handling legal correspondence to ensure that deadlines and timelines are adhered to in compliance with legal and organisational procedures.</p> <p>He has a good understanding of local IP-related legislation and regulatory requirements. He has excellent communication skills and is able to work with different levels of management and stakeholders, and takes the initiative to draft legal correspondence for standard matters. He is also able to multi-task with large volumes of work while balancing competing priorities of deadlines for various IP-related portfolios.</p>	
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	<b>Key Tasks</b>
	Produce intellectual property (IP)-related documents	File IP applications with regulatory authorities in compliance with IP regulations, policies and procedures
		Conduct investigations and legal research on IP-related legislation and guidelines to assist in IP applications
		Assist in preparation of documentation for IP prosecution
		Work with internal stakeholders and external vendors to collate research on legal opinions and documents
		Support the implementation of IP processes based on established workflows
		Assist in drafting contracts for new IP applications
	Uphold professionalism and ethical standards	Identify and communicate ethical dilemmas to supervisors
		Comply with professional rules of conduct and standards
		Keep abreast of changes in professional rules of conduct and standards
	Oversee the organisation's IP portfolio and intangible assets	Assist in conducting analyses of IP portfolios to optimise and maximise value from the IP portfolios
		Assist in conducting IP due diligence
		Maintain oversight over all IP-related deadlines and ensure renewals and filings comply with stipulated timelines
		Ensure all legal correspondence are attended to and filed in accordance with legal and organisational requirements
		Perform legal, business and investigative research to facilitate commercialisation, creation and protection of IP assets
Analyse local market trends and developments to distil insights on IP-related trends and present findings to management		

	Follow up with and manage contracts and IP lifecycles
Contribute to organisational function and strategies	Compute statement of expenses for billing purposes
	Prepare budget-related reports for management's information
	Participate in continuous professional development activities
	Implement plans to achieve department Key Performance Indicators (KPIs) and strategies
	Contribute to continuous improvement and innovation initiatives
Support business development activities	Conduct research on potential business partners
	Document outcomes from negotiations and business development meetings
	Prepare business proposals for management's evaluation
	Maintain relationships with stakeholders

Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Budgeting	Level 3	Communication	Intermediate
Business Data Analysis	Level 2	Teamwork	Basic	
Business Environment Analysis	Level 3	Interpersonal Skills	Intermediate	
Business Opportunities Development	Level 2	Digital Literacy	Advanced	
Business Negotiation	Level 3	Problem Solving	Basic	
Business Presentation Delivery	Level 3			
Change Management	Level 3			
Data Visualisation	Level 3			
Intellectual Property in Business	Level 3			
Intellectual Property Licensing	Level 3			
Intellectual Property Management Processes	Level 3			
Intellectual Property Portfolio Management	Level 3			
Market Research	Level 2			
Networking	Level 3			
Organisational Strategy and Policy Realisation	Level 3			
Patent Claim and Specification Drafting	Level 3			
People Change Management	Level 3			
People and Performance Management	Level 3			

	Project Management	Level 3	
	Registered Design Application	Level 3	
	Trade Mark Application	Level 3	
<b>Programme Listing</b>	For a list of Training Programmes available for the Intellectual Property sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/intellectual-property">www.skillsfuture.sg/skills-framework/intellectual-property</a>		

The information contained in this document serves as a guide.