

**SKILLS FRAMEWORK FOR INTELLECTUAL PROPERTY  
SKILLS MAP – SENIOR IP LEGAL ASSOCIATE/IP LEGAL ASSOCIATE**

<b>Sector</b>	Intellectual Property		
<b>Track</b>	IP Legal		
<b>Occupation</b>	IP Legal Counsel		
<b>Job Role</b>	<b>SENIOR IP LEGAL ASSOCIATE/IP LEGAL ASSOCIATE</b>		
<b>Job Role Description</b>	<p>The Senior Intellectual Property Legal Associate/Intellectual Property Legal Associate advises the organisation and/or clients on intellectual property (IP)-related issues related to registrability, infringements and litigation. He/She also assists in IP-related negotiations, contracts or agreements while ensuring compliance to regulatory requirements and upholding professional standards. He assesses IP-related infringements to recommend suitable dispute resolution methods.</p> <p>The Senior IP Legal Associate/IP Legal Associate coaches the legal team and ensures adherence to ethical guidelines and regulatory requirements. He maintains a network within the IP community and is able to identify business opportunities and/or growth areas for the organisation and/or clients. He keeps abreast of how public policy issues impact the organisation, and as a Senior IP Legal Associate, is able to assess the impact of the public policy issues on the organisation and propose initiatives to manage and/or mitigate the impact.</p> <p>The Senior IP Legal Associate/IP Legal Associate possesses sound knowledge of the legislation underpinning IP. He possesses excellent written and communication skills to negotiate, mediate and/or litigate IP-related issues on behalf of the organisation and/or clients. He should have an awareness of how digital trends will impact legal work, and as a Senior IP Legal Associate, has the ability to articulate and translate these trends into new initiatives for his organisation. He is required to fulfil the requirements of being a 'qualified person' as defined in the Legal Profession Act read together with the Legal Profession (Qualified Persons) Rules and should fulfil other admission requirements set out in Sections 12 and 13 of the Legal Profession Act read together with the Legal Profession (Admission) Rules 2011.</p>		
<b>Critical Work Functions, Key Tasks and Performance Expectations</b>	<b>Critical Work Functions</b>	<b>Key Tasks</b>	<b>Performance Expectations</b>
	Conduct intellectual property (IP) prosecution	Review and formalise specifications for IP applications	In accordance with: <ul style="list-style-type: none"> <li>Requirements of being a 'qualified person' as defined in the Legal Profession Act read together with the Legal Profession (Qualified Persons) Rules; and</li> <li>Other admission requirements set out in Sections 12 and 13 of the Legal Profession Act read together with the Legal Profession (Admission) Rules 2011</li> </ul>
		Review responses to examiners' objections	
		Draft potential responses to the registrability of IP	
		Conduct and manage IP due diligence and audits	
		Act as an internal advisory on IP policies and due diligence	
		Advise on and manage the commercialisation of IP assets	
		Advise on and manage IP creation and application matters	
		Advise on and manage IP acquisition and financing transaction matters	
	Uphold professionalism and ethical standards	Analyse ethical dilemmas and communicate them to senior management	
		Determine appropriate courses of action to address ethical dilemmas	
		Ensure compliance with professional rules of conduct and standards	
		Uphold professional and ethical standards of the team	
Perform contract negotiations and advisory	Manage negotiations with existing clients		
	Assist in negotiation of IP licences and agreements		
	Manage conflict involving a range of internal and external stakeholders		

	Manage IP-related contentious issues	Conduct appellate and trial advocacy of IP-related issues
		Provide inputs to the organisation's strategy for IP-related contentious issues
		Represent clients in alternative dispute resolution settings on IP disputes
		Review and/or draft legal opinions and documents
		Advise on suitability of IP dispute resolution mechanisms
	Manage people and organisational function	Manage continuing professional development activities
		Provide on-the job training and coaching for staff
		Develop frameworks and processes to facilitate continuous improvement and innovation initiatives
		Set individual objectives and assess performance of staff
		Manage budget and resource allocation for the function's activities
		Provide inputs for manpower allocation based on department needs
		Develop workplans and targets in line with the organisation's strategy and business function
Manage business development activities	Establish and maintain a network of key stakeholders and experts in the local IP community	
	Identify and develop business opportunities for IP practice	
	Maintain the organisation's and/or clients' IP portfolio in accordance with regulatory requirements	
Manage impact of emerging trends on IP-related work	Synthesise and provide market and/or industry information to assist decision making for IP portfolio development	
	Identify opportunities for automation and simplification of legal work processes	
	Analyse data to evaluate the effectiveness of automation on legal work processes	
	Keep abreast of new technologies that may impact the organisation's legal work processes	

Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Budgeting	Level 4	Communication	Advanced
	Business Data Analysis	Level 3, Level 4	Problem Solving	Advanced
	Business Negotiation	Level 4, Level 5	Creative Thinking	Intermediate
	Business Opportunities Development	Level 3, Level 4	Interpersonal Skills	Intermediate
	Change Management	Level 4, Level 5	Decision Making	Intermediate
	Contracts and Agreements	Level 4		
	Copyright Protection	Level 5		
	Intellectual Property Audit and Due Diligence	Level 4, Level 5		

	Intellectual Property Enforcement	Level 4	
	Learning and Development	Level 4, Level 5	
	Manpower Forecasting	Level 4	
	Networking	Level 4, Level 5	
	Organisational Strategy and Policy Realisation	Level 4, Level 5	
	People Change Management	Level 4, Level 5	
	People and Performance Management	Level 4, Level 5	
	Registered Design Application	Level 4, Level 5	
	Trade Mark Application	Level 4, Level 5	
<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.