

**SKILLS FRAMEWORK FOR INTELLECTUAL PROPERTY
SKILLS MAP – PARTNER/DIRECTOR/COUNSEL**

Sector	Intellectual Property	
Track	IP Legal	
Occupation	IP Legal Counsel	
Job Role	PARTNER/DIRECTOR/COUNSEL	
Job Role Description	<p>The Partner/Director/Counsel oversees the approval of intellectual property (IP)-related submissions and legal drafting work, while ensuring compliance to legal and regulatory requirements and adherence to ethical and professional codes of conduct. He/She also provides advice and guidance in complex and/or novel IP creation, application and commercialisation matters. He leads negotiations to resolve IP-related disputes, and leads litigation and dispute resolution efforts in the event of non-resolution.</p> <p>The Partner/Director/Counsel oversees a team to ensure that organisational targets and key performance indicators (KPIs) are communicated and achieved. He leads the talent management and development function for the team and mentors others in legal-related issues. He builds on and grows the organisation's network and is able to identify new areas of growth for the organisation and/or clients to explore. He also oversees the implementation of technology-driven solutions to enhance the productivity and legal processes of the organisation.</p> <p>The Partner/Director/Counsel has a sound grasp of local and international IP-related legislation and guidelines and is a subject matter expert in the area who is consulted in complex situations. As an expert in his field, he may be called upon to provide opinions and to share his expertise at public forums. He is an excellent communicator, and is able to balance the interests of the organisation and clients while ensuring compliance to legal regulations and requirements. He may be required to work long hours and travel for business.</p>	
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks
	Conduct intellectual property (IP) prosecution	Approve IP applications for submission to relevant authorities
		Respond to examiners' objections on registrability
		Advise clients on registrability of IP
		Develop risk mitigating strategies for potential IP infringements and enforcements
		Oversee adherence to IP policies and due diligence
		Lead complex or novel commercialisation of IP assets
		Lead complex or novel IP creation and application matters
		Lead complex or novel IP acquisition and financing transaction matters
	Uphold professionalism and ethical standards	Formulate the organisation's strategy for managing ethical dilemmas
		Provide overall guidance on professional conduct and code of ethics
		Oversee the team's compliance with professional rules of conduct and standards
		Ensure the team maintains high professional and ethical standards
	Perform contract negotiations and advisory	Lead negotiations on specific terms of client engagements
		Advise on complex IP-related transactions and negotiations
Endorse agreements arising from conflict resolution negotiations		
Manage IP-related contentious issues	Adjudicate complex IP disputes in arbitral, binding adjudication or statutory adjudication settings	

		Formulate the organisation's strategy for IP-related contentious issues
		Perform settlement of complex IP disputes in mediation and negotiation settings
		Lead the litigation of highly complex or novel IP disputes involving multiple parties and jurisdictions
		Review outcomes of cases undergoing IP arbitration and mediation to recommend suitable course of action
	Manage people and organisational function	Develop initiatives to support the continuing competence and professional development of the team
		Drive a culture of continuous improvement and innovation
		Establish long-term objectives for the talent management function in alignment with the organisation's strategy
		Mentor current and future organisation leaders through collaborative leadership practices and career discussions
		Drive performance management practices within the department in accordance with organisational policies and procedures
		Establish the budget, manpower and resourcing strategies and plans to support the organisation's strategy
		Communicate performance indicators and implement supporting policies to facilitate the performance of the organisation
	Manage business development activities	Provide subject matter expertise on legal-related issues within the organisation and at public forums
		Cultivate business and professional networks internationally
	Formulate the organisation's business development strategies and negotiation limits	
	Build the organisation's or clients' IP portfolios	
	Formulate IP-related business solutions and strategies	
Manage impact of emerging trends on IP-related work	Explore methods to leverage on IP intelligence to enhance the organisation's IP strategy	
	Build new capabilities for IP-related search and analytics functions	
	Monitor developments to explore new technology and/or analytics functions to enhance productivity and workflow	
	Evaluate, define and prioritise opportunities for automation and simplification of legal processes in the organisation	

Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Budgeting	Level 5	Leadership	Advanced
	Business Data Analysis	Level 5	Communication	Advanced
	Business Negotiation	Level 6	Problem Solving	Advanced
	Business Opportunities Development	Level 5	Decision Making	Advanced
	Change Management	Level 6	Interpersonal Skills	Advanced
	Contracts and Agreements	Level 5		
	Copyright Protection	Level 6		

	Intellectual Property Audit and Due Diligence	Level 6	
	Intellectual Property Enforcement	Level 5	
	Learning and Development	Level 6	
	Manpower Forecasting	Level 5	
	Networking	Level 6	
	Organisational Strategy and Policy Realisation	Level 6	
	People Change Management	Level 6	
	People and Performance Management	Level 6	
	Registered Design Application	Level 6	
	Trade Mark Application	Level 6	

Programme Listing	For a list of Training Programmes available for the Intellectual Property sector, please visit: www.skillsfuture.sg/skills-framework/intellectual-property		
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The information contained in this document serves as a guide.