

SKILLS FRAMEWORK FOR INTELLECTUAL PROPERTY SKILLS MAP – SENIOR PATENT ATTORNEY/SENIOR PATENT AGENT/PATENT ATTORNEY/PATENT AGENT			
Sector	Intellectual Property		
Track	Patents Prosecution		
Occupation	Patent Agent		
Job Role	SENIOR PATENT ATTORNEY/SENIOR PATENT AGENT/PATENT ATTORNEY/PATENT AGENT		
Job Role Description	<p>The Senior Patent Attorney/Senior Patent Agent/Patent Attorney/Patent Agent files patents on behalf of the organisation and/or clients. To facilitate this, he/she conducts interviews with inventors and researchers to better understand the technology in order to draft specifications, invention abstracts and drawings. He also proposes responses to patent examiners' written opinions and/or office actions while ensuring that regulatory requirements and timelines are adhered to. He liaises closely with internal and/or external litigation counsel on patent-related litigation matters, while providing advice on patent infringements and validity.</p> <p>The Senior Patent Attorney/Senior Patent Agent/Patent Attorney/Patent Agent coaches others and ensures adherence to ethical guidelines and regulatory requirements. He maintains a network within the Intellectual Property (IP) community and is able to identify business opportunities and/or growth areas for the organisation and/or clients to explore.</p> <p>The Senior Patent Attorney/Senior Patent Agent/Patent Attorney/Patent Agent possesses sound knowledge of the science and technology underpinning the inventions. He possesses excellent communication skills when collaborating with inventors and researchers and has the ability to translate technical knowledge for patent submissions. He is required to fulfil the requirements of registration as a patent agent as defined in Rules 6 and 7, Patents (Patent Agents) Rules 2001 and application for a practising certificate as defined in Rule 9, Patents (Patent Agents) Rules 2001.</p>		
Critical Work Functions, Key Tasks and Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations
	Manage patent submissions	Assist in the formulation of patent strategies	In accordance with: <ul style="list-style-type: none"> Registration as a patent agent as defined in Rules 6 and 7, Patents (Patent Agents) Rules 2001; and Application for practising certificate as defined in Rule 9, Patents (Patent Agents) Rules 2001.
		File patents on behalf of the organisation and/or clients	
		Conduct interviews with inventors to evaluate invention disclosures and assess its potential for patentability	
		Conduct due diligence on potential mergers and acquisitions (M&A) and freedom-to-operate assessments, patentability searches and analyses	
		Draft invention abstracts and drawings to support patent submissions	
		Conduct patent information searches to avoid infringing other patents filed or granted	
		Analyse scientific or technical documents to assess if inventions are new and/or innovative	
		Draft patent specifications in accordance with regulatory requirements	
	Manage patent amendments	Propose modifications or extensions to the definition of the inventions	
		Amend patent specifications to address written opinions or office actions	
		Assess the pros and cons of filing appeals for rejected patent applications	
		Draft responses to written opinions or office actions to ensure all points are addressed	
Provide advice on patent infringements and validity	Advise clients on patent infringements and validity		
	Oversee patent-related litigation matters in collaboration with the inventors, researchers and legal team		
	Assist internal and/or external litigation counsel on patent-related litigation matters		
Manage people and organisational function	Manage continuous 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 intellectual property (IP) community
		Identify and develop business opportunities for IP practice
		Maintain the organisation's and/or clients' patent portfolio in accordance with regulatory requirements
	Manage impact of emerging trends on patent work	Synthesise and provide market and/or industry information to assist decision making for patent portfolio development
		Provide data-based inputs to determine valuation of potential patent acquisitions

Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Budgeting	Level 4	Communication	Advanced
Business Data Analysis	Level 4	Problem Solving	Advanced	
Business Negotiation	Level 5	Creative Thinking	Advanced	
Business Opportunities Development	Level 4	Interpersonal Skills	Intermediate	
Change Management	Level 5	Leadership	Intermediate	
Data Visualisation	Level 5			
Intellectual Property Audit and Due Diligence	Level 5			
Intellectual Property Intelligence	Level 4			
Intellectual Property Management Processes	Level 5			
Intellectual Property Portfolio Management	Level 5			
Learning and Development	Level 5			
Manpower Forecasting	Level 4			
Market Research	Level 4			
Networking	Level 5			
Organisational Strategy and Policy Realisation	Level 5			
Patent Claim and Specification Drafting	Level 5, Level 6			
Patent Office Action and Infringements	Level 5, Level 6			
Patent Practice	Level 5, Level 6			
People Change Management	Level 5			

	People and Performance Management	Level 5	
	Vendor Management	Level 4	
Programme Listing	For a list of Training Programmes available for the Intellectual Property sector, please visit: www.skillsfuture.sg/skills-framework/intellectual-property		

The information contained in this document serves as a guide.