

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

<b>Sector</b>	Intellectual Property	
<b>Track</b>	Patents Prosecution	
<b>Occupation</b>	Patent Agent	
<b>Job Role</b>	<b>PARTNER/DIRECTOR/PRINCIPAL</b>	
<b>Job Role Description</b>	<p>The Partner/Director/Principal oversees the organisation's and/or clients' patent strategy and oversees the international and local filing of patents in accordance with regulatory requirements. He/She grows organisation's and/or clients' patent portfolios and provides expert advice on patent-related issues. He oversees matters related to patent infringements and patent litigation, and advises the organisation and/or clients on responses to examiners' written opinions and/or office actions. The Partner/Director/Principal also drives the organisation's business development function by identifying new growth areas for the organisation.</p> <p>The Partner/Director/Principal oversees a team to ensure that organisational targets and Key Performance Indicators (KPIs) are communicated and achieved. He leads the talent management function for the team and explores new and/or emerging technology to determine its relevance to the organisation in enhancing work processes and increase productivity.</p> <p>The Partner/Director/Principal has a sound grasp of local and international patent regulatory regimes and is able to provide sound advice when faced with complex scenarios. As an expert in his field, he may be called upon to provide opinions and to share his expertise at public forums.</p>	
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	<b>Key Tasks</b>
	Manage patent submissions	Oversee the organisation's and/or clients' patent strategy
		Provide advice on the international filing of patents to organisations and/or clients
		Oversee invention disclosures and interviews with inventors
		Advise on patent and intellectual property (IP)-related issues that arise in connection with mergers and acquisitions (M&A), commercial licensing and partnerships
		Maintain oversight and supervision on matters concerning prior art searches
		Ensure patentability requirements for applications drafted are met and aligned with legal and regulatory requirements
		Oversee patent submissions to regulatory authorities
	Manage patent amendments	Review examiners' written opinions or office actions to determine next steps
		Oversee filing of appeals in compliance with regulatory requirements
		Oversee patent amendments and re-submissions in accordance with to regulatory authorities
	Provide advice on patent infringements and validity	Oversee patent infringement and validity assessments
		Collaborate with key stakeholders in patent-related litigation
		Maintain oversight on patent litigation matters to ensure strategy and costs are in line with expectations and budgetary requirements
	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 patent-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' patent portfolios
		Formulate IP business solutions and strategies
	Manage impact of emerging trends on patent work	Explore methods to leverage on IP intelligence to enhance the organisation's patent strategy
		Explore new developments in the area of IP analytics and intelligence strategies for the organisation
		Build new capabilities for patent search and analytics functions
		Monitor developments to explore new technology and/or analytics functions to enhance productivity and workflow

Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Budgeting	Level 5	Communication	Advanced
	Business Data Analysis	Level 5	Leadership	Advanced
	Business Negotiation	Level 6	Decision Making	Advanced
	Business Opportunities Development	Level 5	Resource Management	Advanced
	Change Management	Level 6	Problem Solving	Advanced
	Intellectual Property Audit and Due Diligence	Level 6		
	Intellectual Property Intelligence	Level 5		
	Intellectual Property Management Processes	Level 6		
	Intellectual Property Portfolio Management	Level 6		
	Learning and Development	Level 6		
	Manpower Forecasting	Level 5		
	Market Research	Level 5		
Networking	Level 6			
Organisational Strategy and Policy Realisation	Level 6			

	Patent Claim and Specification Drafting	Level 6	
	Patent Office Action and Infringements	Level 6	
	Patent Practice	Level 6	
	People Change Management	Level 6	
	People and Performance Management	Level 6	
	Vendor Management	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.