

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

Sector	Intellectual Property	
Track	IP Strategy	
Sub-track	IP Management	
Occupation	IP Management Advisor	
Job Role	SENIOR IP PARALEGAL/IP MANAGEMENT ASSOCIATE	
Job Role Description	<p>The Senior IP Paralegal/IP Management Associate is responsible for supporting the implementation of the organisation's intellectual property (IP) plans and maintaining IP processes based on established policies. He/She oversees the organisation's IP portfolio management activities by analysing and organising information pertaining to IP portfolios to maximise and optimise business value, while ensuring compliance to IP-related legislation and guidelines.</p> <p>The Senior IP Paralegal/IP Management Associate also prepares budgetary reports for management's update and computes expenses for billing purposes. He stays updated on the latest changes in legislative and regulatory requirements and ensures that all IP applications comply with the same. He monitors the team's achievement of Key Performance Indicators (KPIs) and facilitates continuous improvement and innovation activities within the team.</p> <p>The Senior IP Paralegal/IP Management Associate possesses strong oral and written communication skills and the ability to work independently. He is meticulous and is able to multi-task with competing priorities while maintaining oversight over large volumes of work.</p>	
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks
	Manage intellectual property (IP) strategies, processes and procedures	Implement IP processes and procedures to support the organisation's IP strategies and highlight gaps for management's consideration
		Oversee IP applications to ensure compliance to timelines and requirements
		Keeps abreast of IP-related developments, research, legislative and regulatory changes
		Analyse data to determine products and/or classes which may conflict with the IP being registered
		Liaise with external vendors in the preparation and finalisation of IP valuation reports
		Ensure compliance to IP legislation and guidelines
	Oversee the organisation's IP portfolio and intangible assets	Conduct analysis of IP portfolios to optimise and maximise value
		Manage the organisation's international IP portfolio, and legal docket's maintenance and procedures
		Track and analyse IP portfolio performance to identify areas for improvement
		Assist in conducting IP due diligence
		Conduct prior art searches to determine new IP applications and/or identify potential IP infringements
		Assist in drafting contracts relating to research services, and commercialisation and transfer of the resulting IP
Support business development activities	Implement strategies to leverage on relationships and network for business opportunities and partnerships	
	Maintain collaborative relationships with industry and clients	
	Collate information on relevant market and industry trends affecting the marketplace	
	Assist in negotiations and follow up on negotiation outcomes	

	Contribute to organisational function and strategies	Compute statement of expenses for billing purposes			
		Provide inputs for budget planning			
		Monitor and prepare budget reports and updates			
		Facilitate continuous improvement and innovation initiatives			
Monitor team's performance and achievement of Key Performance Indicators (KPIs)					
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)		
	Budgeting	Level 3	Teamwork	Basic	
	Business Data Analysis	Level 3	Problem Solving	Basic	
	Business Negotiation	Level 4	Communication	Basic	
	Change Management	Level 4	Interpersonal Skills	Intermediate	
	Contracts and Agreements	Level 4	Digital Literacy	Intermediate	
	Data Visualisation	Level 4			
	Innovation Management	Level 4			
	Intellectual Property Audit and Due Diligence	Level 4			
	Intellectual Property in Business	Level 4			
	Intellectual Property Enforcement	Level 4			
	Intellectual Property Intelligence	Level 4			
	Intellectual Property Management Processes	Level 4			
	Intellectual Property Portfolio Management	Level 4			
	Intellectual Property in Research and Development	Level 4			
	Learning and Development	Level 4			
	Networking	Level 4			
	Organisational Strategy and Policy Realisation	Level 4			
	Patent Practice	Level 4			
	People Change Management	Level 4			
	People and Performance Management	Level 4			
Project Management	Level 4				
Registered Design Application	Level 4				

	Trade Mark Application	Level 4	
	Vendor Management	Level 3	
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.