

**SKILLS FRAMEWORK FOR INTELLECTUAL PROPERTY
SKILLS MAP – SENIOR IP MANAGER/IP MANAGER**

Sector	Intellectual Property	
Track	IP Strategy	
Sub-track	IP Management	
Occupation	IP Management Advisor	
Job Role	SENIOR IP MANAGER/IP MANAGER	
Job Role Description	<p>The Senior Intellectual Property Manager/Intellectual Property Manager develops the organisation's intellectual property (IP) strategies and policies to manage the organisation's IP portfolio and intangible assets. He/She oversees the organisation's international IP portfolio and conducts analysis on current and past filings to inform management of potential IP infringements. He also manages assigned IP portfolios and provides relevant inputs on IP-related opportunities and risks across business units. He supports business development activities by providing advice and inputs on relevant IP issues and due diligence activities.</p> <p>The Senior IP Manager/IP Manager is expected to keep abreast of international legislative and regulatory requirements pertaining to IP and is expected to assess its potential impact on the organisation's IP portfolio, processes and procedures. He also manages the talent development initiatives for the team, and motivates them to achieve the key performance indicators. He manages the budget and resource allocation for the team and prepares inputs for forward planning.</p> <p>The Senior IP Manager/IP Manager possesses strong interpersonal skills and business acumen, and is able to lead multiple projects simultaneously. He is detail-oriented and takes initiative and proactive steps to ensure the organisation's compliance to IP legislation and guidelines. He works well with both internal and external key stakeholders.</p>	
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks
	Manage intellectual property (IP) strategies, processes and procedures	Develop IP policies and procedures to support organisation's IP strategies
		Provide inputs to facilitate the refinement of IP strategies, policies and procedures
		Monitor past and ongoing IP prosecutions and litigations involving competitors
		Oversee IP valuation submissions
		Keep abreast of changes in IP-related international legislation and cross-jurisdictional regulations
		Assess the impact of changes in IP legislation and guidelines to the organisation
	Oversee the organisation's IP portfolio and intangible assets	Oversee IP portfolios related to complex inventions and/or innovations
		Review findings from the evaluation of the IP portfolio to optimise and maximise value of the organisation's IP portfolio
		Manage the organisation's international IP portfolios and intangible assets
		Analyse IP-related opportunities and risks to formulate recommendations
		Execute legal advice on viability of enforcement actions on IP infringements
		Manage monitoring and compliance requirements of contracts related to IP
	Manage business development activities	Evaluate strategies to leverage relationships and network for business opportunities and partnerships
		Oversee the preparation and conduct of market research for negotiations
Lead the negotiations relating to IP contracts and agreements		

	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 for the function's activities and resource allocation		
		Provide inputs for manpower allocation based on department needs		
		Develop workplans and targets in line with organisation's strategies and business functions		
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Budgeting	Level 4	Problem Solving	Advanced
	Business Data Analysis	Level 4	Decision Making	Intermediate
	Business Negotiation	Level 5	Communication	Intermediate
	Change Management	Level 5	Sense Making	Intermediate
	Contracts and Agreements	Level 5	Interpersonal Skills	Advanced
	Copyright Protection	Level 5		
	Data Visualisation	Level 5		
	Intellectual Property Audit and Due Diligence	Level 5		
	Intellectual Property in Business	Level 5		
	Intellectual Property Enforcement	Level 5		
	Intellectual Property Intelligence	Level 5		
	Intellectual Property Management Processes	Level 5		
	Intellectual Property Portfolio Management	Level 5		
	Intellectual Property Strategy	Level 5		
	Learning and Development	Level 5		
	Manpower Forecasting	Level 4		
	Networking	Level 5		
	Organisational Strategy and Policy Realisation	Level 5		
	Patent Practice	Level 5		
	People Change Management	Level 5		
People and Performance Management	Level 5			

	Project Management	Level 4	
	Registered Design Application	Level 5	
	Trade Mark Application	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.			