

SKILLS FRAMEWORK FOR INTELLECTUAL PROPERTY SKILLS MAP – IP COMERCIALISATION ASSOCIATE/IP COMMERCIALISATION ANALYST		
Sector	Intellectual Property	
Track	IP Strategy	
Sub-track	IP Commercialisation	
Occupation	IP Technology Advisor	
Job Role	IP COMERCIALISATION ASSOCIATE/IP COMMERCIALISATION ANALYST	
Job Role Description	<p>The Intellectual Property Commercialisation Associate/Intellectual Property Commercialisation Analyst assumes the responsibility of supporting technology transfer, development and commercialisation activities. He/She conducts research and collates relevant information to support business development and marketing activities, and drives discussions with relevant stakeholders.</p> <p>He also prepares budgetary reports for management and computes expenses for billing purposes. He stays updated on the latest changes in legislative and regulatory requirements and ensures that all intellectual property (IP) applications comply with the same. He has some insight into the commercial viability of technology and the business environment, as well as the value of IP and legal issues concerning commercialisation.</p> <p>He possesses strong oral and written communication skills, with the ability to work independently. He is meticulous and is able to manage competing priorities while maintaining oversight over large volumes of work. He possesses in-depth knowledge of commonly used IP databases, search engines and information sources to be able to analyse and manage the knowledge retrieved.</p>	
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks
	Manage intellectual property (IP) commercialisation strategies, processes and procedures	Implement commercialisation policies and guidelines to achieve Key Performance Indicators (KPIs)
		Conduct IP due diligence and landscape analysis to determine new IP for technologies and/or inventions
		Develop patent monetisation, IP licensing and investment programmes
		Perform preliminary assessments on the patentability of technologies and/or inventions
		Identify potential IP commercialisation opportunities for new technologies and/or inventions
		Determine sources and availability of funding for commercialisation of new technologies and/or inventions
		Gather information on potential commercialisation requirements and pathways for new IP and technologies
	Support business development activities	Implement strategies to leverage relationships and network for business opportunities and partnerships
		Maintain collaborative relationships with industry and existing clients
		Conduct research on potential clients and new markets
		Assist in negotiation of commercialisation agreements and follow up on outcomes
		Work with inventors and business development teams to identify commercialisation opportunities
Contribute to organisational function and strategies	Collate information on relevant market and industry trends affecting the marketplace	
	Monitor and prepare budget reports and updates	
	Facilitate continuous improvement and innovation initiatives	

		Monitor the team's performance and achievement of KPIs		
		Provide inputs for budget planning		
	Manage projects and stakeholders	Plan project timelines and resources needed		
		Deliver projects in line with agreed standards, providing fit-for-purpose solutions within time, quality and budget constraints		
		Monitor resource usage to ensure adherence to resource allocation plans		
		Prepare and communicate project status updates to stakeholders		
		Ensure adherence to budget allocation and spending limits for projects		
		Identify and/or pre-empt project risks		
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Budgeting	Level 3	Problem Solving	Intermediate
	Business Data Analysis	Level 3	Teamwork	Intermediate
	Business Environment Analysis	Level 4	Interpersonal Skills	Intermediate
	Business Negotiation	Level 4	Service Orientation	Intermediate
	Business Opportunities Development	Level 3	Sense Making	Basic
	Business Presentation Delivery	Level 4		
	Business Risk Management	Level 4		
	Change Management	Level 4		
	Contracts and Agreements	Level 4		
	Data Visualisation	Level 4		
	Innovation Management	Level 4		
	Intellectual Property Audit and Due Diligence	Level 4		
	Intellectual Property Commercialisation and Exploitation	Level 4		
	Intellectual Property Intelligence	Level 4		
	Intellectual Property Licensing	Level 4		
	Intellectual Property Monetisation	Level 4		
	Intellectual Property in Research and Development	Level 4		
	Learning and Development	Level 4		
	Market Entry Strategy Formulation	Level 4		
	Market Research	Level 3		

	Networking	Level 4	
	Organisational Strategy and Policy Realisation	Level 4	
	People Change Management	Level 4	
	Project Management	Level 4	
	Project Risk Management	Level 3	
	People and Performance Management	Level 3	
	Technology Incubation	Level 4	
	Technology Transfer	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.