Job posting

Type of position
☐ scientific
☒ administrative

Target group
☒ graduates
☐ post docs
☐ other

Title
Officer for Technology Transfer, Contract and Legal Affairs (m/f/d)

Institution
The Leibniz Institute for Agricultural Engineering and Bioeconomy is a pioneer and a driver of bioeconomy research. We create the scientific foundation to transform agricultural, food, industrial and energy systems into a comprehensive bio-based circular economy. We develop and integrate techniques, processes and management strategies, effectively converging technologies to intelligently crosslink highly diverse bioeconomic production systems and to control them in a knowledge-based, adaptive and largely automated manner. We conduct research in dialogue with society - knowledge-motivated and application-inspired.

At the earliest possible date we are looking for a Officer for Technology Transfer, Contract and Legal Affairs (m/f/d).

Position
The position is valued at salary group 13 according to TV-L (East tariff area) depending on your qualification and experiences.
The full-time position (40 hours per week) is initially limited to two years. Long-term employment (permanent position) is envisaged.

Responsibilities
As a team member in the Science Management Unit, you support the Scientific Director and the Head of Administration in fulfilling their strategic and organizational tasks.

Technology transfer:
- Organization of protection and exploitation of research results in patents and other forms of intellectual property
- Identifying IP potential in the ATB’s research projects (scientific results relevant to exploitation through regular screening of research results, advising scientists on exploitation aspects, advising on the conception and application of projects for the commercial exploitation of research results)
- Securing inventions for the ATB, taking into account employee invention law, providing advice on inventions
- Carrying out protective right procedures in cooperation with patent attorneys
- Coordinate and organize cooperation with exploitation partners
- Administrative processing of the ATB's intellectual property rights portfolio
- Further development of the processes and concepts of technology transfer, taking into account the strategic goals of the institute
- Carrying out further training courses in ATB on the commercial exploitation of research results, in particular within the framework of promoting young researchers

Contracts, Risk Management, Compliance:
- Drafting contracts for research cooperation’s, contract research and scientific services
  - Dealing with legal issues, if necessary in cooperation with lawyers
  - Preparation and support of contract negotiations
  - Review and co-signing of offers and cooperation agreements
  - Maintenance of the contract management system (contracts and cooperation relationships of the ATB)
  - Preparation and clarification of fundamental legal issues (with the exception of personnel and collective bargaining law), if necessary in cooperation with specialist lawyers.
- Compliance
  - Advising the Executive Board on compliance with legal regulations and standards (including data protection, prevention of corruption, ethical codes of conduct)
  - Further development and support of risk management (risk assessment for all risk categories, control measures, reporting structure)

Requirements
- University degree in law and/or economics or a degree in natural sciences with several years of experience in science administration
- Experience in technology transfer in scientific institutions and in intellectual property law
- You have an excellent command of the German and English languages, both written and spoken
- You combine a structured and reliable way of working with constructive-critical and analytical thinking and the ability to mediate between interests
- You are able to deal with frequently changing topics in a short time in a qualified manner
- You enjoy independent familiarization with scientific, research policy and science administration topics

Application procedure (deadline etc.)
We offer
- A challenging job in an interdisciplinary working environment with the opportunity to contribute to the strategic development of the ATB
- Collaboration in a creative team in the Science Management Unit
- Close networking within the Leibniz Association
- Family-friendly working conditions that promote the compatibility of work and family life

If you would like to contribute your professional competence to our interdisciplinary research, please apply by the following deadline May, 10th, 2021 using ATB’s online application form for the job advertisement, code 2021-VR-2, at https://www.atb-potsdam.de/en/career/vacancies. Applications received after the application deadline cannot be considered.

Equality of opportunity is part of our personnel policy. Disabled applicants with adequate qualification will be preferentially considered.

By submitting an application, you agree that your job application documents will be stored for a period of six months, even in the case of an unsuccessful application. Further information on the processing, storage and protection of your personal data can be found at: https://www.atb-potsdam.de/en/services/data-protection-declaration-for-the-application-process.

**Contact**

For further information, please contact Dr. Uta Tietz (e-mail: utietz@atb-potsdam.de) or visit www.atb-potsdam.de.