



Europäisches
Patentamt
European
Patent Office
Office européen
des brevets



ip4inno II Project administrator (Munich) until end 2011

in the European Patent Academy,
Dir 5412 - Innovation Support

Deadline for applications: **03 March 2010**

The European Patent Office has been awarded a contract by the European Commission (DG Enterprise & Industry) to run a follow-up project to the successful **ip4inno** project (2007-2008). This "train-the-trainers" programme led to the creation of twelve 3-hour teaching modules, comprising powerpoint files, teaching notes, case studies and workshop exercises suitable for teaching applied intellectual property topics (including commercialisation and enforcement) to business advisors and technology transfer professionals.

This second project comprises (i) increasing the stock of English training material; (ii) translating the material and adapting it to e-learning media; and (iii) building a self-sustaining network of trainers.

The project website has more information on **ip4inno** - www.ip4inno.eu
The planned work for this follow-up project can be seen from the description of work, also published on the website.

The successful candidate will work directly to the Manager of the Academy's Innovation Support Unit. For more information see www.epo.org/academy

The post presents a superb opportunity to work in a dynamic European public sector environment, as well as to demonstrate networking skills, project management and initiative.

Main duties

- To be the lead contact person in the project to internal and external stakeholders, and the principal support to the Project Leader.
- To maintain systematic documentation and prepare regular reports for the European Commission.
- To maintain the inventory of teaching materials produced, both from the first project and during the second project.
- To be the liaison to EPO Financial Department for prompt and correct scrutiny of contracts and payment of invoices.
- To co-ordinate the numerous external partners producing new or revised material, or translations (workpackages IV & V); enforce deadlines and expedite payments.

- To co-ordinate with the Academy's e-Learning developers for the subsequent adaptation of said training material.
- Prepare and manage two 1-day events for **ip4inno** trainers, including room bookings, arranging catering and enrolling participants.
- work to establishing a self-sustaining network of **ip4inno** trainers.

The ideal candidate will have

- Proven project management experience, with a track record of dealing effectively with multiple external stakeholders; prior experience of European Commission projects would be a distinct advantage.
- Knowledge of intellectual property and/or teaching programmes for SMEs would be an advantage, but not essential.
- An orderly approach to work planning and documentation.
- Ability to act with initiative and to build relationships in a multicultural environment.
- Ability to work well in English, with a good knowledge of at least one other EPO official language (French or German).

Remuneration

The contractor's pay is determined by the overall project budget already agreed with the EC, and in no circumstances would exceed 330€ per day.

Location & start

The contractor will work in the European Patent Academy at the EPO in Munich, Germany. The contractor should ideally be ready to start during April 2010.

Duration

The project, and therefore the post, is set to run until 31 December 2011. The contractor will not be directly employed by the EPO, and the EPO will not be obliged to offer employment after the project's conclusion.

Applications

Please send you CV, with your letter of motivation and an indication as to your salary expectations, by e-mail to

Mr Jeremy Philpott,
Unit Manager Innovation Support,
European Patent Academy
e-mail: jphilpott@epo.org

by **03 March 2010** latest.

Interviews will be held in mid-March in Munich, or possibly by telephone.