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**Oxford University Innovation
Licensing & Ventures Group
Social Sciences & Humanities**

Salary: £19,500 per annum pro-rated

Term: 6 months

Start Date: 30th March 2020

Oxford University Innovation (OUI) supports the University of Oxford in creating positive impact from its world leading and wide-ranging research.

What we offer in our Internship

Oxford University Innovation has created a new and exciting 6 month internship opportunity in our Licensing & Ventures Group specifically for Social Sciences and Humanities. Interns work alongside Licensing and Ventures Managers in the management of projects, assisting with other activities in the Licensing & Ventures Group and enabling the transfer of as much research as possible from the University of Oxford to external organisations in order to create a positive impact in the world.

In addition to gaining experience supporting specific commercialisation projects, interns will also receive training and mentoring to develop their commercial skills and build awareness and understanding of the key principles and requirements of this exciting industry.

Representative activities which you may be involved with:

- Building a network of relationships with researchers and contributing to a vibrant culture of entrepreneurship and enterprise across the University to enable a flow of new ideas.
- Assisting with invention disclosure assessment, including market evaluation and looking at any existing, competing Intellectual Property and ideas.
- Assisting with building well thought-through business cases and plans for projects.
- Assisting with preparing applications to our seed and proof-of-concept funds and to 3rd party translational funding schemes.
- Assisting with generating high quality marketing materials for promoting Oxford ideas.
- Assisting with identifying and actively seeking out potential licensees for projects.
- Assisting with negotiating licence deals.
- Assisting with the formation of new companies where appropriate.
- Promoting OUI Innovation in the research community through active involvement in internal marketing activities, including supporting the University Relationship Manager in planning relevant events for the Social Sciences Division
- Playing an active role in creating a high performing team within the Group, e.g. positive participation in team meetings and company events.
- Playing an active part in building strong professional relationships and an environment which is positive, goal- and action-orientated.

- Assisting with protecting ideas where applicable using external patent attorneys.
- Assisting with preparations and decision-making for archiving a project, if it has not been successful.
- Assisting the Patent and Licence Administration Team with patent and licence administration and data entry as required.
- Working constructively with all OUI administrators, providing clear information and requests in a timely manner and liaising with Head of Group to assist with prioritising group administrators' work.
- Supporting the creation of new content for the OUI website.
- The intern will be assisting with Projects and reporting to one of our Deputy Heads of Group for the duration of the internship.

What skills and experience will you need to bring?

Candidates are expected to have a keen interest in the creation of impact from Social Sciences and Humanities research. Impact spans a wide spectrum of outcomes from commercially driven spinouts to sustainable social enterprises and from big businesses to charities and government. The successful intern will work on a broad range of projects but will have the opportunity to work on projects that match their background where possible.

Successful applicants will demonstrate a passion for entrepreneurship and enterprise, and ideally possess some experience of related activities. Successful candidates will also need to demonstrate excellent interpersonal and relationship management skills and very strong communication skills, both verbally and in writing.

How to apply

If you are interested in applying for this role, please email careers@innovation.ox.ac.uk and we will send you an application form to complete.

You will then need to send the application form, your CV and covering letter back through to the same email address. Closing date for applications is **7th March 2020**.

