JOB DESCRIPTION

Consultancy & Technology Transfer Manager

Grade:

Reporting to: Deputy Dean for Research and Innovation

Post Holder:

Salary and Benefits:

Description:

The Consultancy & Technology Transfer Manager will lead and oversee the College's consultancy services and technology transfer initiatives. This role is responsible for connecting academic expertise with industry needs, managing the commercialization of research outputs and intellectual property, negotiating and managing consultancy and licensing agreements, and building strategic partnerships with industry and external stakeholders. The Manager will also develop and update consultancy and technology transfer policies and strategic plans, manage related budgets, monitor expenditures and revenue, and ensure alignment with the objectives of the Research and Innovation Officer (RIO) and the College, while collaborating effectively as part of the team.

Duties of the Role:

The holder of this post will be responsible for managing and administering consultancy and technology transfer operations in coordination with the RIO as following:

1. Ensure smooth day-to-day overall functioning of the consultancy and technology transfer operations in coordination with RIO.
2. Lead the development, review, and continuous refinement of consultancy and technology transfer strategy and policies.
3. Identify, develop, and manage consultancy opportunities between the College's academic staff and external industry partners.
4. Manage the technology transfer process, including identification, protection, and commercialization of intellectual property arising from research.
5. Coordinate with stakeholders to establish and maintain strategic partnerships with industry, government, and non-government organizations.
6. Draft, negotiate, and manage consultancy contracts, licensing agreements, and memoranda of understanding with external partners.
7. Support the preparation of operational plans, annual reports, quality assurance audits, and responses to external requests related to consultancy and technology transfer activities.

8. Organize workshops, industry engagement events, and technology showcases to promote consultancy services and technology commercialization.
9. Conduct awareness activities to promote a culture of consultancy and technology transfer among academic staff, researchers, and students.
10. Monitor and manage the budget, expenditures, and revenue generated from consultancy and technology transfer activities.
11. Support research and innovation tasks as required.

Required Skills:

1. Proficiency in Microsoft Office suite.
2. Excellent organizational skills and ability to manage multiple tasks efficiently.
3. Strong written, verbal communication, and negotiation skills.
4. Familiarity with project management and collaboration tools for task tracking, workflow coordination, and team communication.
5. Strong understanding of intellectual property, licensing, and technology commercialization processes.
6. Financial management, budgeting, and contract negotiation experience.
7. Ability to work both independently and collaboratively in a team environment.
8. Leadership skills.
9. Problem-solving mindset and ability to provide practical solutions.
10. Ability to build and manage relationships with industry and external stakeholders.
11. Experience in managing relationships with different stakeholders such as governmental and non-governmental organizations related to research commercialization and industry engagement.
12. Ability to learn new technologies or software and apply them to enhance workflow and productivity.

Education, Qualifications and Experience:

1. Master's Degree in Technology Management, Engineering, Science or a related field is desirable, with a Bachelor's Degree preferably in a related field from an accredited university. A Bachelor's Degree alone may be accepted if the candidate has long relevant experience in technology transfer and/or consultancy.
2. Minimum of 5 years' experience in consultancy services, technology transfer, intellectual property management, or industry engagement is preferred.
3. Preference given to Omani nationals.

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