

**Personnel Department
Job Evaluation Exercise for the Judicial & Legal Service**

Job Description: Deputy Controller Intellectual Property Office

JOB TITLE:	Deputy Controller Intellectual Property Office
MINISTRY/ DEPARTMENT:	Ministry of Legal Affairs
REPORTS TO (JOB TITLE):	Controller, Intellectual Property Office
SUPERVISES:	Attorneys, Paralegal Officers and Clerical Staff
APPROVED BY:	
ISSUE DATE:	June 1, 2002

POSITION PURPOSE:

The incumbent is required to assist the Controller, Intellectual Property Office in planning, directing and co-ordinating the legal work of the Intellectual Property Officer and in carrying out its judicial functions.

The incumbent is also required to assist the Controller of the day to day administration of the Office and supervises work of experienced professional and clerical staff in legal functions associated with the examination of applications for Intellectual Property Rights, the granting of the appropriate Intellectual Property Rights, the maintenance of accurate records of the status of Intellectual Property Rights granted and the judicial functions such as associated with (*ex-parte*) hearings on the granting or maintenance of Intellectual Property Rights.

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MAJOR DUTIES & RESPONSIBILITIES:

Management Duties

1. Assists the Controller, Intellectual Property Rights in managing the day to day operations of the department. This includes:
 - Planning, directing and co-ordinating the work of the Intellectual Property Office
 - Supervising experienced legal professional, technical, clerical and subordinate professional staff
 - Substituting for the Controller at the regular conferences held with the staff for discussing examination work and general office matters
 - Assisting the Controller in attending to correspondence relating to Intellectual Property work and to staff matters
2. Assumes all responsibilities for the administration of the Office and the granting of Intellectual Property Rights in Trinidad and Tobago in the absence of the Controller

Legal Duties

3. Assists in the professional, administrative and judicial work related to the granting of Intellectual Property Rights within the country
4. Certifies the grant of Intellectual Property Rights as required by the appropriate legislation and certifies notes of evidence taken before the Intellectual Property Office
5. Submits written statements of reasons for decisions made by subordinate professional staff and in (*ex-parte*) hearings
6. Assists the Controller in conferring with the Secretariats for International Conventions on Intellectual Property or related subjects to which the country is a party
7. Represents the IPO at appropriate meetings organised on Intellectual Property matters at national and international levels
8. Assists the Controller in giving legal advice and opinion on all areas of Intellectual Property to the Minister of Legal Affairs, other Government Ministers, heads of Departments, Trinidad and Tobago's Missions as well as International Organizations

Performs related duties as may be required

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SUPERVISORY RESPONSIBILITIES:

Supervises the work of the following - Information Technology Specialist, Attorneys-at-Law

Limited Supervision- Individual proceeds on his initiative in compliances with policies, practices and procedures by his immediate supervisor

ACCOUNTABILITY:

Is accountable to the Controller, Intellectual Property Office

Delegated Responsibility- The incumbent has the authority to take whatever action he deems advisable or necessary; he may initiate and carry out the actions but is required to advise his supervisors of the action-taken. Must inform supervisors of non-routine situations.

KEY CONTACTS

INTERNAL

Other Heads of Department- e.g. Solicitor General, Registrar General, Chief State Solicitor, Chief Parliamentary Counsel etc - Advisory

Director of Public Prosecutions –Enforcement

All staff within the Intellectual Property Office

EXTERNAL

Heads of Caribbean Intellectual Property Offices to help with the development of their IPOs.

Austrian, European, Swedish and American Trademark and Patent Offices with respect to substantive examination of patents

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KEY CONTACTS (Continued)

Swedish, Japanese, German, Canadian, American and English Patent Offices with respect to specific work

UNDP- Consultative and Development of Treaties

UPOV-Union for the Protection of the New Plant Varieties- Advisory and Consultative

All WIPO member states (over 150)- Consultative and Development of Treaties

U.S., German and Japanese Embassies specifically- Advisory and Consultative

Customs and Excise Division, Comptroller of Customs- Enforcement

World Customs Organization- Advisory and Consultative

All other Ministries eg. Foreign Affairs/Trade, Finance, Consumer Affairs- Advisory

Quasi-Government Organizations eg. TIDCO, Chamber of Industry and Commerce- Advisory

Manufacturers Association of Trinidad and Tobago- Advisory

Commissioner of Police- Enforcement

All Chambers of Commerce- Advisory, Educational and Consultative

NALIS and Libraries- Advisory and Consultative

University of the West Indies- Advisory and Consultative

Hugh Wooding Law School- Advisory, Educational and Consultative

NIHERST- Advisory and Consultative

All Industries eg. Companies on the Pt. Lisas Industrial Estate- Advisory and Consultative

Copyright Organization of Trinidad and Tobago (COTT)- Advisory and Consultative

Trinidad and Tobago Copyright Organisation (TTCO)- Advisory and Consultative

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KEY CONTACTS (Continued)

Caribbean Copyright Link- Regional Collective Management Organization- Advisory and Consultative

Recording Industry Association of Trinidad and Tobago (RIATT)- Advisory and Consultative

Trinidad and Tobago Publishers and Broadcasters Association (TTPBA)- Advisory and Consultative

All Media Houses- Public Awareness Programmers

Attorneys- Advisory

Patent Agents- Collaborative

Members of the Public- Advisory, Educational

Motion Picture Association- Collaborative

Other Organizations which represent the rights of others- Advisory and Consultative

REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS

LLB and an LEC – Legal Education Certificate

Admission to practice Law in Trinidad & Tobago

Certification in one or more areas of Intellectual Property (Patents, trademarks and copyright) as evidenced by training in the WIPO Fellowship Award Scheme (internationally recognised qualification) or a Distance Learning certification

Eight (8) years as an Attorney-at-Law including four (4) years experience in an Intellectual Property Office

Extensive knowledge of the Intellectual Property Laws and Regulations of the Country and the International Conventions on Intellectual Property

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REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS (Continued)

Extensive knowledge of the practices and rules of procedure relating to the conduct of Hearings

Extensive knowledge of examination requirements for the grant and maintenance of Intellectual Property rights as required by the appropriate legislation

Extensive knowledge of the methods available for the dissemination of appropriate information from the documentation maintained by the Intellectual Property Office

Excellent advocacy skills

Excellent interpersonal skills

Excellent communication skills both written and oral

Excellent management and supervisory skills

Excellent analytical and reasoning skills

Excellent negotiation skills

Excellent human relations skills

Excellent computer skills

WORKING CONDITIONS & ENVIRONMENT:

Long working hours

Large volume of work