

Job Description



1. Job Details:

Job Title:	Copyright and IP Lawyer	Reports to:	Director, Digital Library, Licensing, & Copyright and Office of General Counsel
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2. Job Purpose:

Provides advice on and operationalizes QNL policies and procedures related to IP, copyright and related permissions and legislation.

3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

Accountability for annual operating budget / project budget / sales revenue:			
Nature of financial accountability: n/a		Magnitude of financial accountability: n/a	
# staff supervised:	0	# direct reports:	0
# contractors/others:	0		

4. Key Result Areas:

KEY RESULT AREAS

- Develops QNL policies and procedures related to copyright law and data protection
- Monitors all legislative developments affecting copyright and other intellectual property matters
- Develops internal rights clearance workflows for use, creation, dissemination of copyrighted work (e.g. digitization, digital repository, publishing)
- Acts as focal point for rights clearance and negotiation of IP aspects of contracts and memoranda of understanding
- Maintains records on the management of permissions and compliance
- Provides IP & copyright advisory services and training to QNL staff and users
- Reviews QNL licenses to ensure that they are in line with international standards and best practice
- Acts as main point of contact with Qatar Foundation legal services
- Contributes to development and awareness raising of QNL open access and data sharing policies
- Other tasks as assigned

5. Operating Environment, Framework & Boundaries:

Work is in a multicultural office and library environment. Must adhere to all applicable QF and Library policies & procedures and must ensure that all policies and procedures comply with global standards and best practices. Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally-sound manner. Work hours, days and locations will vary according to QNL requirements. Regularly scheduled evening and weekend work may be required.

6. Communications and Working Relationships:

- Supervisor – frequent contact to provide project updates and receive guidance and approvals
- QNL IT, Communications and Public services- advisory capacity
- QF Legal- for approval legal advice and opinions, policies and contracts

7. Problem Solving & Complexity:

Copyright and IP Lawyer

- Evaluates different options when solving problems.
- Refrains from drawing conclusions in the absence of clear evidence, takes time to collect facts before developing a solution.
- Considers the medium term as well as immediate short-term impact of outcomes and actions.
- Demonstrates an awareness of the impact of preferred solution on other projects/ related problems.

8. Decision-Making Authority & Responsibility:

- Accepts responsibility / accountability for own decisions and explains the rationale.
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment.
- Remains calm and resourceful when making difficult decisions, basing them on facts.
- Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight.

9. Minimum Knowledge, Skills & Experience:

- A primary law degree with a masters degree with specialization in IP law is preferred
- A masters degree in a related area (information policy, librarianship, law) may be accepted
- Demonstrated experience and knowledge of IP law as it relates to the cultural heritage sector
- 5 years of relevant full-time work experience
- Excellent writing skills with the ability to draft and edit a variety of written reports and communications and to articulate ideas clearly and concisely; Arabic proficiency is an advantage
- Demonstrated knowledge of copyright, licensing, and other intellectual property issues
- Demonstrated knowledge of data protection issues
- Demonstrated records management skills
- Experience working with digital resources, licencing and contracts
- Experience of designing and delivering training and workshops
- Highly organised with excellent attention to detail
- Familiarity with developments in scholarly communications e.g. open access and research data management

10. Approvals:

Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.

Approved: Executive Director

Signature:

Date:

Name: Dr. Sohair Wastawy



20.07.17