

IPReg Board – Education and Diversity Policy Officer

Location: UK, London and flexible

Salary: £50k per annum, permanent, full-time

The Legal Services Act 2007 (LSA) requires those involved in the regulation of legal services to separate the representative activities of their professional bodies from their regulatory functions.

The Chartered Institute of Patent Attorneys (CIPA) and the Chartered Institute of Trade Mark Attorneys (CITMA) are the representative bodies of patent attorneys and trade mark attorneys respectively. They are also Approved Regulators under the LSA. In order to separate their representative functions from their regulatory functions, CIPA and CITMA have established IPReg as the overarching regulatory joint board and have delegated their respective regulatory functions to it.

IPReg regulates around 3,386 individual attorneys (of whom around 70% are patent attorneys, 23% are trade mark attorneys and 7% are on both registers). We also regulate around 255 firms. The Executive Team is small – this post will be one of 7 employees most of whom work part time.

Some of the matters that we are responsible for include:

- Setting and maintaining Rules of Conduct;
- Setting the education and training requirements for qualification as a patent attorney and as a trade mark attorney;
- Setting the requirements for entry to the registers for individuals and firms;
- Maintaining the registers of patent attorneys and trade mark attorneys;
- Setting the requirements for continuing professional development in order that patent attorneys' and trade mark attorneys' knowledge, skills and expertise are maintained at a high level;
- Investigating complaints of misconduct and, where appropriate, taking disciplinary or other action.

Our [Business Plan](#) sets out our strategic priorities and the work we plan to do over the next two years. We are in the process of changing our regulatory arrangements following extensive review and consultation and hope to implement the new arrangements no later than Spring 2023. The Education and Diversity Policy Officer will be expected to contribute to this implementation in their areas of expertise.

Some of the Key responsibilities:

- Education policy – work closely with the Board's Education Working Group to develop and implement IPReg's education and training policies.
- Education policy – undertake/commission a review of IPReg's Accreditation Handbook.
- Education policy – oversee the rolling programme of qualification provider reaccreditation assessments (typically every 5 years).
- Diversity policy – play a lead role in developing IPReg's approach to diversity to identify the actions and support required to ensure the professions are inclusive and diverse.
- Diversity policy – analyse the impact of education and training requirements on diversity in the profession and develop measures to mitigate unnecessary barriers to entry to the profession.

Some of the Essential Competencies we are looking for:

- Working within one or more regulatory frameworks and understanding of best practice in regulation.
- Experience of developing and implementing education policies in a regulatory environment.
- Experience of implementing diversity policies to achieve real change.
- Proven ability to perform to high standards with minimal supervision.

Please apply by visiting www.thewlisgraham.com/assignment-briefings and following the instructions in the candidate brief by 26 September 4pm to: Sarah Thewlis of Thewlis Graham Associates quoting reference Y0803. For a confidential conversation with Sarah Thewlis or for any other information please email applications@thewlisgraham.com