

Candidate Brief



Intellectual Property Regulation Board
Education and Diversity Policy Officer

Y0803

September 2022

Managing Director
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Welcome from Fran Gillon – Chief Executive

Dear Candidate,

I am delighted that you are interested in applying to be the Education and Diversity Policy Officer at IPReg. I hope you find the information within this candidate pack useful, there is also information about us on our website: <https://ipreg.org.uk/>.

Our website includes our [Business Plan](#); this sets out our strategic priorities and the work we plan to do. We have recently [consulted](#) on our Business Plan for 2023/24.

The Executive Team is small – this post will be one of 7 employees most of whom work part time. The Education and Diversity Officer post is a new role, and its creation reflects the importance that the IPReg Board places on education policy and improving diversity and inclusion in the IP sector. It is a full-time permanent role with some attendance at the IPReg office in central London each week. You can find full details later on in this pack.

I hope you do decide to put yourself forward for the role.

For a confidential conversation with Thewlis Graham Associates, who are supporting us with this recruitment, please contact Sarah Thewlis, Managing Director at: applications@thewlisgraham.com. Sarah will be happy to discuss this opportunity with you.

Yours faithfully

Fran Gillon
Chief Executive

2. About the Intellectual Property Regulation Board

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.

Strategy and Business Plan

Our [Business Plan](#) 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.

3. Job Description and Person Specification of the Education and Diversity Policy Officer

Key responsibilities

NB this list is non-exhaustive, and the role holder is expected to be flexible in terms of activities undertaken and to assist in other IPReg areas of work as required. The division of work between education issues and diversity will vary but the overall time split in this role is likely to be about 75:25.

1. Education policy

- a. Work closely with the Board's Education Working Group to develop and implement IPReg's education and training policies;
- b. Undertake/commission a review of IPReg's Accreditation Handbook (including reviewing the syllabus for the Advanced Level Qualifications);
- c. Oversee the rolling programme of qualification provider reaccreditation assessments (typically every 5 years) including monitoring the implementation of accreditation recommendations;
- d. Work with stakeholders and potential new qualification providers to encourage new qualification pathway options;
- e. Develop IPReg's approach to the requirements of the LSB's Statement of Policy on Ongoing Competence;
- f. Scope a review of IPReg's competency framework which would consider whether the required competencies remain fit for purpose.

2. Diversity policy

- a. 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, reflecting the needs of modern consumers;
- b. Develop IPReg's approach to gathering diversity information in conjunction with stakeholders across the IP sector;
- c. Work closely with IP Inclusive and other stakeholders to identify where IPReg can act to improve the diversity of the profession;
- d. Analyse the impact of education and training requirements on diversity in the profession and develop measures to mitigate unnecessary barriers to

entry to the professions;

- e. Work closely with IPReg colleagues and external stakeholders to implement changes to CPD requirements as a result of IPReg's Review of its regulatory arrangements.

3. Other duties

- a. Work together with other members of the IPReg team to cover any additional duties or tasks as may be reasonably required, including participating in assurance and thematic reviews;
- b. Take the lead in or assist with any policy-related matters as agreed with or directed by the Head of Registration or CEO;
- c. Take minutes of IPReg Board meetings on a rota basis and write up comprehensive, accurate minutes for consideration by the Board (training will be provided).

Essential competencies

- 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.
- Good inter-personal and influencing skills – to engage with a wide range of stakeholders.
- Excellent communication skills, both orally and in writing, including drafting complex documents to a high standard.
- Proven ability to perform to high standards with minimal supervision.
- Willingness to learn and develop, taking on new responsibilities and adopting a flexible, pragmatic approach to work.

Desirable competencies

- Knowledge of the legal services regulatory framework.
- Experience of working in an environment where priorities may change at short notice.

- Experience of drafting guidance for stakeholders.
- Experience of writing and presenting Board papers.
- Experience of minuting Board meetings and writing Board minutes.

4. Other information

Diversity and equality of opportunity

We welcome applications for these posts from all sections of the community and from people with diverse experience and backgrounds.

IPReg is committed to the principle of appointments on merit with independent assessments, openness and transparency of process and to providing equal opportunities for all, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Conflict of Interests

You should note particularly the requirement to declare any conflict of interest that arise in the course of IPReg business and the need to declare any relevant business interests, positions of authority or other connections with organisations relevant to the business of IPReg.

5. Salary, location and Benefits

Salary: £50k per annum

Location: Some attendance at the IPReg office in central London will be required – probably 2 days a week. Although flexible working may be possible, in order to ensure appropriate levels of cover, the role holder will be expected to work (not necessarily in the office) on Friday each week.

Benefits:

- A full time employee is entitled to 25 days paid holiday a year and 8 bank holidays: 33 days. If a bank holiday falls on a day the employee normally works, they must take that day as annual leave unless otherwise agreed with the Chief Executive. We close the office from the end of the last working day before Christmas until the first working day of the New Year without the need to use any annual leave allowance;
- Life Insurance - 4 x basic salary;
- Pension - IPReg has set up a Nest workplace pension scheme and pays the statutory

minimum contribution for qualifying earnings (between £6,240 and £50,270);¹

- Company Sick Pay - after 12 months continuous service: full basic salary for up to 6 weeks' absence followed by 75% of the basic salary for up to a further 7 weeks' absence in any rolling 12-month period. When this entitlement is exhausted, the staff member will not qualify for Company Sick Pay until they have returned to work and worked a total of 26 weeks. For staff on permanent contracts, there is an income protection plan which pays up to 75% of the basic salary for 2 years after they have been off sick for 13 weeks as a result of the same illness;
- Health cash plan - provides cashback on essential healthcare and access to health and wellbeing services.

6. Timeline, Application Process and How to Apply

Dates	Activity
26 September 4pm	Applications close
27 September – 12 October	Thewlis Graham consultants interviewing of interested candidates - online
w/c 31 October	IPReg Interviews

Application Process

Thewlis Graham Associates will acknowledge all applications. These will be assessed against the essential and desirable competencies and the people who best meet these will be invited for interview with Thewlis Graham Associates. These will be held online.

Those candidates not invited to interview will be advised by email.

Longlisted candidates will also be advised by email. After a consultation between the IPReg and Thewlis Graham Associates, a shortlist will be drawn up and shortlisted candidates invited for interview with the recruitment panel. These will be online also. All candidates will be informed of the outcome following this date.

¹ <https://www.nestpensions.org.uk/schemeweb/helpcentre/contributions/calculating-contributions/calculate-contributions-using-qualifying-earnings.html>

How to apply

To apply for this role, please email in word format to applications@thewlisgraham.com the following documents Y0803:

1. A comprehensive CV
2. A covering letter containing:
 - A covering letter which fully addresses your suitability for the role and your motivation for applying.
 - The name, job title, organisation, email address and mobile number of two professional referees. (Please note referees will not be approached without your prior permission.)
3. We also ask that you complete a diversity and inclusion monitoring form, the link for which is in the next section.

Please ensure that you include your mobile phone number and email address in your application. Do not hesitate to contact us at: applications@thewlisgraham.com if you have any queries at all.

7. Diversity and Inclusion Monitoring

Diversity and Inclusion Monitoring is independent of the recruitment process but please do complete your completed form as Thewlis Graham Associates is committed to monitoring and analysing diversity and inclusion information so that we can ensure that our processes are fair, transparent, promote equality of opportunity for all, and do not have an adverse impact on any particular group.

Please click [here](#) to complete this survey:

If you have any problems with this, please contact Tracey on: tct@thewlisgraham.com.

Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

Thank you

8. Advert

IPReg Board – Education and Diversity Policy Officer

Location: UK, London and online

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

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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

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