

IPReg Board – Compliance and Authorisations Officer

Location: UK, London and flexible

Salary: £60k 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 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 Compliance and Authorisations Officer will be expected to contribute to this implementation in their areas of expertise.

Some of the Key responsibilities:

- Identifying and monitoring compliance issues: identify compliance issues with firms or regulated individuals from a range of sources. Take such action as may be required to deal with the compliance issue, with reference to the Head of Registration or CEO as appropriate.
- Investigations: investigating reports about misconduct and regulatory breaches to achieve appropriate and timely outcomes by desk-based investigation and site visits/witness interviews where appropriate.
- Authorisations: assess applications for admission to the registers from firms against statutory requirements in the Legal Services Act 2007 and IPReg's policies.
- Practice development support and guidance: provide practice-related support and guidance to the Board, the CEO, regulated firms and individuals and other stakeholder as required.

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 identifying and resolving breaches of statutory and regulatory requirements.
- Experience leading complex investigations and critically analysing information to make recommendations demonstrating risk-based judgment.
- Experience of licensing/admissions processes (or similar activity) within a regulatory framework and to challenging deadlines.

Please apply by visiting www.thewlisgraham.com/assignment-briefings and following the instructions in the candidate brief by 20 October 4pm to: Sarah Thewlis of Thewlis Graham Associates quoting reference Y0802. For a confidential conversation with Sarah Thewlis or for any other information please email applications@thewlisgraham.com