

## Candidate Brief



Intellectual Property Regulation Board

Education Project Support Officer

AC0302

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**Managing Director**

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## Welcome from Sally Gosling

### IPReg Head of Education Review

Dear Candidate,

I'm delighted that you have expressed an interest in applying for the role of Education Project Support Officer for IPReg's education review. I hope this recruitment pack gives you the information you need to understand the role requirements and what undertaking the role would involve. More information on IPReg's role, functions and activities can be found on our website: <https://ipreg.org.uk/>.

This is an exciting time to join the IPReg executive team. Our education review is an ambitious project that will launch in the spring of 2025. This follows a concerted period of scoping its purpose and areas of focus and planning how it will be progressed as a project. The review will form a substantial, phased project undertaken in strong collaboration with stakeholders.

The Education Project Support Officer will make a significant contribution to how the project is run and to the delivery of its intended outputs and outcomes. The role will contribute to how we take a robust, evidence-informed approach to key topics, including those to do with equality, diversity and inclusion; how we draw on best practice in professional education and assessment and ensure rigour in our project management and reporting processes; and how we secure and enable stakeholder input and feedback across the life of the project.

The role will provide the opportunity to develop your career in a regulatory and legal services context and to work as part of a small, friendly and high-functioning executive team. You should be keen to develop your career in project working in education. You should be looking to build on and apply the knowledge, skills and experience you have gained to date in project support within professional regulation or higher education. Ideally you will have experience of supporting project activity that is multi-stranded and/or multi-staged. You should be skilled in using project management templates, tools and processes. You should also be confident in supporting stakeholder communications and engagement activity and in producing minutes and action notes.

This role is full-time and will be offered as a fixed-term, two-year contract. You can find all the details on how to apply further along in this brief. If you have any further questions about the role once you have read this candidate brief, please contact Thewlis Graham via email: [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com) for a confidential conversation with Sarah Thewlis. We look forward to receiving your application.

Yours faithfully,

Sally Gosling  
**IPReg Head of Education Review**

## 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 delegated their respective regulatory functions to the Patent Regulation Board (PRB) and the Trade Mark Regulation Board (TRB); the PRB and the TRB may (and usually do) sit jointly as the IPReg Board. The Board comprises five lay members (including the Chair), two patent attorneys and two trade mark attorneys.

IPReg regulates around 3,440 individual attorneys (of whom around 70% are patent attorneys, 24% are trade mark attorneys and 6% are on both registers). We also regulate around 250 firms.

Reflecting on the progress made in achieving its initial strategic priorities, the new strategic priorities were “re-cast” by the Board in November 2023 to the following:

### A. Users of IP legal services and the public

*Strategic priority:* To improve consumer knowledge and empowerment among users of IP legal services.

*We will do this by:*

- Increasing the public profile of IPReg to the regulated community and users of IP legal services.
- Increasing our understanding of the needs and expectations of users of IP legal services.
- Providing targeted and proportionate information to enable those users to make informed choices about their legal adviser.
- Increasing our understanding of the needs and expectations of all types of regulated attorneys/firms and disseminating information about best practice.

### B. The profession (current and future)

*Strategic priority:* Setting, promoting and enforcing high quality education and professional standards for entry to the professions.

*We will do this by:*

- Using data and insights from our regulatory activity to influence the future of the profession in a way that ensures that appropriate standards are maintained and routes to entry onto the registers are varied and fit for purpose.

- Encouraging an increase in the good quality providers of qualification pathways and examinations in particular as a tool to increase the diversity of the trade mark and patent attorney professions.
- Gathering data about the diversity of the profession (attorneys and students) to inform our decision making.

### C. IPReg

*Strategic priority:* Carrying out our regulatory activities proactively, effectively and inclusively, ensuring the efficient use of resources.

*We will do this by:*

- Building our capacity to understand and respond to global and market trends (including the use of technology) that impact on intellectual property matters, the wider environment and our approach to regulation.
- Acting quickly and consistently when we identify potential breaches of regulatory requirements and conducting investigations efficiently and effectively.
- Encouraging innovation and competition in the provision of regulated IP legal services.

Some of the matters that we are responsible for include:

- Setting and enforcing our Core Regulatory Framework. You can find all the new regulatory arrangements and accompanying guidance on our [dedicated webpage](#);
- Setting the education and training requirements for qualification as a patent attorney and as a trade mark attorney;
- 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**

Download a copy of our 2024/25 Business Plan [here](#).

## IPReg Education Review

IPReg is embarking on an exciting project to undertake an education review with and for the professions that it regulates: patent attorneys and trade mark attorneys. Key drivers for the review are as follows:

- Widen entry to the professions.
- Uphold high educational and professional standards in the context of changing professional practice, service delivery, employer and consumer needs.
- Maintain sustainability in education/examination routes into the professions.

Key areas of focus within the review will include the following:

- Identifying the ‘day-one’ professional capabilities required for registration and practice as a patent attorney and trade mark attorney and the capabilities for development at post-registration level, depending on registrants’ scope of practice, practice environment and role.
- Ensuring continued consumer access to the services of patent and trade mark attorneys who demonstrate high levels of intellectual property (IP) and subject matter expertise, as well as client-centred professionalism.
- Exploring the implications of developments in AI and LawTech for the professions’ education and practice.
- Adhering to best practice in contemporary approaches to professional and higher education and assessment.
- Addressing equality, diversity and inclusion (EDI) issues, including to understand and optimise potential enablers to widen access to the professions and the potential role of apprenticeships in achieving this.
- Demonstrating proportionality and accountability in how IPReg fulfils its delegated regulatory functions relating to education.

In line with the ambitious, high-stakes nature of the review, the project will comprise several stages of activity. Effective stakeholder communications, engagement and collaboration will be built into each stage. This is key to building and maintaining stakeholder trust and confidence in the review, both as a process and in terms of its outputs and outcomes. Likewise, the enactment of robust project management and governance structures and processes will be critical to the review’s delivery and success.

Live project activity, involving detailed exploration of key themes and consultation with stakeholders, is due to run over three to four years. There will also be a strong focus throughout the review on planning for the subsequent implementation and evaluation of its outputs and outcomes.

IPReg is looking to expand its capacity to undertake the education review. The Education Policy Associate and Project Support Officer roles will join a Head of Education Review (appointed in September 2024) to form the dedicated project team within IPReg's wider executive.

### **3. Job Description and Person Specification of the Education Support Officer**

#### **Job role duties**

1. Schedule and set up meetings of IPReg's Education Working Group (EWG) and project-specific groups in line with the project timeline and to support IPReg's project governance and stakeholder engagement arrangements.
2. Distribute materials in support of the EWG's and project-specific groups' meetings and support the groups' reporting arrangements.
3. Service and produce records (minutes/action notes) of the EWG and project-specific group meetings, using defined templates.
4. Maintain and co-ordinate project materials and their storage, including to create a project archive and provide an audit trail of progress against the project's defined timeline, gateways and milestones.
5. Contribute to producing project progress reports in support of the project governance arrangements.
6. Support the Education Policy Associate with stakeholder communications and engagement activities, including managing IPReg's project-specific email account, producing regular updates, and liaising with stakeholder representatives to optimise arrangements for input to the project.
7. Provide administrative support for IPReg's current education accreditation, re-accreditation and annual reporting activity.
8. Undertake specific activities on a defined, time-limited basis to support colleagues in ways that align with the nature and demands of the role and contribute to meeting needs to fulfil IPReg's wider regulatory functions.

#### **Essential knowledge, skills and experience**

- Strong administrative skills, with experience of using these to support project management, governance, record-keeping and reporting.
- Effective time management skills, including to undertake activity against defined schedules and to meet deadlines, paying close attention to detail.
- An understanding of education policy and quality assurance processes and their implementation.



- Strong written and verbal communication skills, including confidence in producing action notes/minutes from meetings and contributing to stakeholder communications and engagement.
- A commitment to progressing equality, diversity and inclusion (EDI) initiatives.
- Working collaboratively within a small executive team.

### **Desirable knowledge, skills and experience**

- Experience of contributing to the delivery of a time-limited, high-stakes project.
- Experience of working in a higher education or regulatory or professional body environment.
- Familiarity with governance processes and their importance for upholding robust decision-making and risk management.

## **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:** £30k full time plus benefits.

**Location:** UK, London and hybrid.

**Contract:** Two-year fixed term contract with the possibility of an extension to a permanent contract.

### 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. Part time employees' annual leave entitlement is pro-rated;
- 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);
- 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.

*If you have read all this information and still have a query, for a confidential conversation with Sarah Thewlis, Managing Director of Thewlis Graham Associates, please contact us on 0207 850 4781 or email [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com).*

## 6. Timeline, Application Process and How to Apply

### Timeline

Dates	Activity
16 April 2025	Applications close.
W/C 12 May	IPReg interviews - online.

### Application Process

Thewlis Graham Associates will acknowledge all applications. These will be assessed against the criteria in the Role and Responsibilities sections and Person Specification These will be held online by IPReg.

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.

### How to Apply

To apply for this position, please complete the three steps below, emailing your documentation to [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com) quoting reference AC0302.

1. Your CV in Word format only.
2. Your covering letter in Word format only, to cover the following points:
  - Your reasons as to why you would consider yourself suitable for this role, and why you are interested in the role.
  - Your current remunerations details and notice period and 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).
  - Please keep the letter to a maximum of three pages in total.
3. Please complete the Diversity Monitoring form, please see link below.

**Please ensure that you include your mobile phone number and email address in your application.** Do not hesitate to contact Sarah Thewlis on 020 7850 4781 or email [sat@thewlisgraham.com](mailto:sat@thewlisgraham.com) if you have any queries. ***If you would prefer to receive this candidate brief in a more accessible format, please contact us.***

## 7. Diversity and Inclusion Monitoring

Diversity and Inclusion Monitoring is independent of the recruitment process but please do complete your 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.

The link to this form is here: [click here](#). If you have any problems with this, please contact Lizzy on: [lt@thewlisgraham.com](mailto:lt@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