



Trainee Patent Attorney

to join the Engineering team



Location Cheltenham (with occasional working in London, Cardiff and Telford offices)

Hours of Work 35 hours per week

Patent Attorneys are qualified professionals who provide advice and services to clients in relation to intellectual property rights, their protection and use. This involves identifying and protecting the rights to the results of their inventions and other creative work, the commercial use of these rights, and advice concerning the intellectual property rights of others.

As a trainee Patent Attorney at Wynne-Jones, you will undertake a period of training in intellectual property law and practice leading to qualification as a Patent Attorney. This training will take place within the framework of the Wynne-Jones Training Academy and includes internal training sessions, external training, on-the-job training by shadowing a qualified Patent Attorney, and self-study.

As a member of the Wynne-Jones Training Academy, in addition to your training activities, your role will include working with qualified Patent Attorneys in drafting, filing, and prosecuting patent applications, dealing with official correspondence, corresponding with clients, patent offices and associated bodies in other countries, and providing clients with advice on all aspects of intellectual property (including patents, trademarks, design, and copyright). The training also involves a period of work in the Formalities and Renewals departments, and your subsequent work will involve continuing with these departments,

and the Marketing and Business Development departments, together with appropriate administrative work in support of the firm's business activities.

During the training period, Wynne-Jones will provide funding for external training courses (including travel and accommodation, where necessary), purchase of necessary books and training materials, and entry for professional examinations.

You will be required to meet clients and attend meetings and other events. Your work may involve attending hearings in the UK, Germany, or the Netherlands, and travel to other countries may be necessary from time to time.

The training typically takes five years to complete and involves a series of professional examinations taken at various time throughout this period. Progress through the Training Academy is measured by success in UK qualifying examinations (administered by the Patent Examination Board – “PEB”) and in the European Qualifying Examination – “EQE” (administered by the European Patent Office – “EPO”). Successful completion of the training will put you in a position to join the Wynne-Jones’ team of qualified Patent Attorneys.



THE TRAINING PERIOD BREAKS DOWN INTO FOUR MAIN STAGES:

STAGE 1 (Years 1 & 2)

- Initial internal training in IP and Wynne-Jones' procedures.
- Work with Formalities and Renewals departments.
- Shadow qualified patent attorney; begin work on analysis and reporting of search and examination reports; begin chargeable work and increase hours over time to 75% of qualified attorney level; begin client meetings.
- External training sessions and webinars relating to external examinations.
- Completion of PEB Foundation Certificate examinations.

STAGE 2 (Year 3)

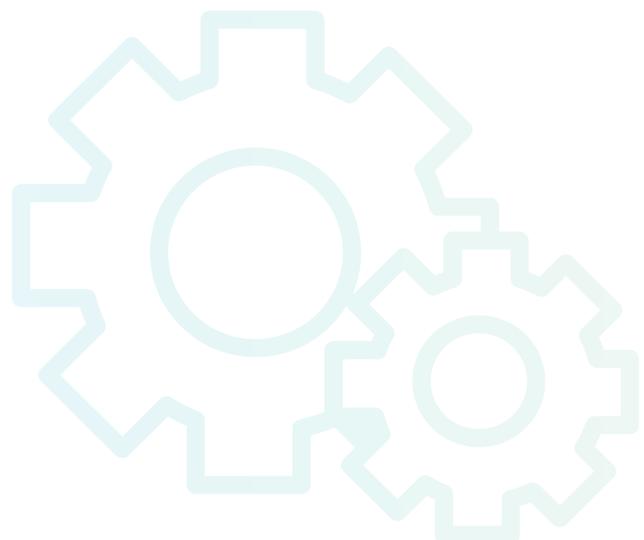
- Continued professional training.
- Begin training in presentation skills and business development skills; attend external events for business development; lead client meeting.
- Increase level of chargeable work hours to 100% of qualified attorney level; take on main responsibility for running specific patent application files.
- Begin training for PEB Final Diploma and EPO EQE examinations.
- External training sessions and webinars relating to external examinations.
- Prepare for and complete EPO EQE pre-examination.

STAGE 3 (Year 4)

- Conclusion of training and preparation for and PEB Final Diploma EPO EQE examinations. Attend external examination preparation courses.
- Begin training in client relationship management, and practice management. Begin supervising recent hires. Become involved in organising and presenting training.
- Maintain level of chargeable work hours at 100% of qualified attorney level.
- Complete PEB Final Diploma and EPO EQE examinations.

STAGE 4 (Year 5)

- Begin training for PEB litigation skills examination; attend external training sessions.
- Take on responsibility for running specific clients; take over full responsibility for certain files; supervise trainees on professional matters.
- Prepare presentations for external audiences, prepare articles for external publication.
- Organise and present training for new trainees.
- Complete PEB Litigation Skills examinations for award of Intellectual Property Litigation Certificate.





REQUIREMENTS:

EDUCATION

- 2:1 Degree (or equivalent) in electrical engineering, mechanical engineering, or other similar subjects (for engineering team).

WORK PRACTICES

- As an employee of Wynne-Jones, you will be expected to demonstrate and reinforce the core values of: Integrity, Commitment to Excellence, Care, Respect, and Spirit of Enterprise. These values apply to all aspects of work at Wynne-Jones, internal or external.
- Work both individually and as a member of a team. This involve supporting others in their work or, from time to time, assisting others by taking on other roles within Wynne-Jones to allow Wynne-Jones to provide proper levels of service to its clients and achieve its business objectives.

- Produce clear and accurate written work product, and use different methods of communication and presentation appropriately.
- Prioritise work and work to deadlines.
- Meet work-hour and billing targets.
- Deal professionally with clients, colleagues, associates, and officials.

Please note that this Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list and Wynne-Jones IP reserves the right to amend this Job Description from time to time, according to our business needs. Any changes will be confirmed in writing. You share with us the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

TO APPLY:

Apply online via the Wynne-Jones training academy page:

<https://wynne-jones.com/training-academy/graduates/>

We must receive your application by midnight on the **31st December**.

