

## **PATENT SECRETARY/PARALEGAL (FULL TIME) LONDON BASED**

UDL Intellectual Property is a leading UK-based firm of patent and trade mark attorneys. We are seeking a CIPA-qualified Patent Secretary with recent IP experience to join our small, friendly team based in London.

You will be working as part of our busy team assisting a Partner who specialises in Life Sciences/Biotech. You should be a self-starter wanting to learn and develop new skills and be willing to get involved. Attention to detail, organisation and strong communication skills are essential. You will be working in an open plan office, so discretion and diplomacy is often required. Progression to the CIPA Administrator qualification may be offered if not already possessed, but experience over qualification is not a barrier to application for this role. The specification and duties expected within the role can be found on the following pages.

Experience of working as part of a busy team would be beneficial and a willingness to share in office administrative tasks such as incoming/outgoing post, answering the phones, recording absences and ordering stationery/booking couriers etc., is a requirement. The ability to provide digital audio typing is essential and experience of using Inprotech would be advantageous.

We encourage a good work/life balance at UDL and while the working day is busy, we do not expect long hours or overtime (except in very rare, exceptional circumstances). We offer a relaxed working atmosphere in the heart of Euston and are located two minutes from Euston Station.

The position carries an attractive package of competitive salary (based on experience and qualification, within the UDL salary banding structure), 25 days holiday (plus Bank Holidays), a discretionary bonus scheme at financial year end and Christmas, life assurance, PHI and pension scheme, Travel Loans, Cycle to Work Scheme and other benefits available through our Reward Portal.

Please quote ref **LON-SEC2** on your application. Closing Date: **until the position is filled**.

**If you are interested, please send your CV and covering letter, in confidence, to:**

**Samantha Chambers**  
**Head of HR & Practice Management**  
UDL Intellectual Property  
Arena Point  
Merrion Way  
Leeds LS2 8PA  
**E-mail: [careers@udl.co.uk](mailto:careers@udl.co.uk)**

## JOB DESCRIPTION

Our attorneys work with small, medium and large corporations, universities, research bodies and individuals in obtaining, protecting and exploiting their Intellectual Property, both nationally and internationally. Our clients benefit from local support backed up by the resources and international expertise of a major specialist Intellectual Property firm.

### Role

The successful candidate will provide confidential Secretarial support to a Patent Partner based in the London office. Experience of working in IP previously is essential. Working as part of a small team, you will be exposed to different specialist areas of IP, so adaptability is key. You will have excellent communication skills and be able to identify and deal with issues as they arise. Being a team player and taking a proactive approach to all tasks is fundamental to the role.

You will work closely with the rest of the team to provide the following functions:

- producing documents including creating, revising and editing letters, emails and reports
- audio and copy typing
- preparing documents for mailing, scanning and faxing
- preparing monthly invoices using our billing system and liaising with Accounts regarding all billing matters
- reviewing incoming correspondence and retrieving the related files
- handling routine correspondence
- managing files
- proofreading documents, correspondence and memoranda that you produce to ensure accuracy and quality control of grammar, spelling and punctuation
- answering telephone calls, transferring to the responsible Partner or Attorney and taking telephone messages in a courteous manner, ensuring the highest quality of client service at all times
- monitoring/maintaining diaries and record systems
- preparing files and paperwork for meetings and obtaining any other relevant information prior to those meetings
- distributing internal post and faxes
- ensuring meeting timetables are up-to-date and issued accordingly
- ensuring adherence to the firm's risk management and compliance procedures
- supporting other office administration staff and fee earners as required
- working with the support team to ensure adequate cover is always in place

In addition to these duties, the jobholder will be required to perform other tasks from time to time, in accordance with the level of training, skills and abilities of the job holder to ensure the smooth and efficient running of the office. Training will be provided to the job holder so that they can develop an understanding of the underlying patent system's legal framework, and of the work, aims and objectives of the business.

## Person Specification

<b>Qualifications</b>	GCSEs (or equivalent) in English and Mathematics grades A-C. CIPA Administrators Qualification advantageous but not essential.
<b>Experience/Technical</b>	Fast and accurate typing speeds (c60 wpm). Audio typing and use of Big Hand digital dictation equipment. Excellent knowledge of Microsoft Office suite. Inprotech knowledge is an advantage but training will be provided. Two to three years of patent secretarial experience.
<b>Personal Skills</b>	Highly methodical, self-motivated and well-organised with excellent attention to detail. Able to understand the importance of accuracy in monitoring dates and performing all other assigned tasks. Resilient and flexible in approach to work.
<b>Motivation</b>	Reflects on personal and team goals and reassesses priorities where needed. Demonstrates a desire to learn and seeks opportunities for personal development. Is energetic and proactive in approach to operational and team issues.
<b>Communication</b>	Ensures clear communication across the team. Able to listen, question and clarify information and instructions and respond accordingly. Demonstrates a high standard of written and verbal communication including grammar, spelling, punctuation and document preparation. Is open and honest and shares information across the team. Demonstrates diplomacy when communicating with others.
<b>Effective relationships</b>	Able to provide a positive influence on team and office morale. Demonstrates support and diplomacy in order to build strong working relationships. Recognises the needs of the team and responds accordingly.
<b>Teamwork</b>	Able to work as part of a team, providing support to attorneys and to co-operate with other support staff. Seeks input and feedback from the team. Able to recognise the needs of the team and respond appropriately to gain their trust and confidence. Supports group decisions and puts group goals ahead of own goals.
<b>Organisation</b>	Can manage own time and complete multiple tasks/assignments with competing deadlines. Confident organisational skills with the ability to plan and coordinate schedules.
<b>Problem solving</b>	Deals with problems and finds solutions within the team to support the firm's objectives. Can consider problems in a creative manner and seek alternative methods to achieve an acceptable outcome.
<b>Safety and accountability</b>	Take personal responsibility and ownership for the accuracy of all work produced. Work within a team to check deadlines can be met by communicating and working together. Work proactively with others' strengths and development areas to successfully meet the aims of the office and the firm.