

Professional member sought for the Governance Board of the Patent Examination Board

The Patent Examination Board

The Patent Examination Board (PEB) was established in 2013 to organise and manage the examinations leading to qualification as a UK registered Patent Attorney. There are approximately 400 candidates taking these examinations in October each year. In addition to these qualifying examinations, the PEB currently develops, administers and quality assures the Litigation Skills examinations and the Patent Administration examinations.

The PEB Governance Board comprises two UK registered patent attorneys (professional members), and three lay members with professional experience of education, assessment and examinations. The Board is chaired by one of the lay members. The Governance Board has overall responsibility for the PEB.

The PEB is regulated by the Patent Regulation Board (IPReg). It is a fully independent committee of CIPA. The PEB comprises the Governance Board, an Examination Committee comprising examiners, and administration. It takes decisions relating to the planning, delivery and quality assurance of the examinations. Several reports on the performance of the PEB have been published. These can be found on the PEB website [here](#).

Our requirements

We are seeking one professional (UK registered patent attorney) member with expertise in patents and recent experience in examining, preferably with the UK Patent Attorney Qualifying Examinations. The successful applicant will be required to attend the Governance Board meeting on 6 June 2017, and will be welcome to attend any appropriate earlier meetings as part of a wider induction process. The appointment is for three years in the first instance, subject to successful completion of a performance review one year after first appointment.

Some experience in quality assurance in education/training, would be desirable as would business and budgetary experience. You will be required to attend meetings in person (usually in central London) and by teleconference. You may also be required to write or contribute to reports, make recommendations, or undertake other tasks outside the formal scheduled meetings.

The total time commitment is approximately 10 days per year in total, of which 4 are the PEB Governance Board meetings. Remuneration will be payable (currently £385 per day). Travel and other expenses are also payable.

Qualities required for the role of Professional Member of the PEB Governance Board

Please note: because of the independent nature of the PEB Governance Board, current members of CIPA council cannot also be a member of the PEB Governance Board.

You will have the following knowledge and experience:

Essential

- UK registered and experienced Patent Attorney
- Recent examining experience, preferably with the UK Patent Attorney Qualifying Examinations
- Good written, presentation and oral skills

Desirable

- Professional/executive education/higher education/training
- Quality assurance of assessment processes
- Business planning and monitoring
- Budget setting and monitoring
- Committee chairing experience

How to apply

The closing date for applications is 24 March 2017.

Please apply by submitting a CV including the names and details of two referees, and a covering letter. The referees will not be approached without your permission.

Please ensure you clearly demonstrate in the covering letter how you fulfil the essential qualities and at least one of the desirable qualities required for the role of professional member. Please email your application to peb@patentexaminationboard.org.uk.

Please also feel free to address any questions you may have about the role, the PEB or the application process to Georgina Sear at this address.

Selection process

The appointment will be made by a panel comprising two lay members and one UK registered patent attorney member of the Governance Board who will assess your application against the criteria.

Shortlisted candidates will then be called for an interview with the panel. It is expected that interviews will last one hour. They will be held on **12 April 2017** at CIPA's offices at 95 Chancery Lane, London, WC2A 1DT.