

Intellectual Property Office
Non-Executive Directors
Candidate Pack
Closing Date: 25th January 2024

If you have any questions, require further information, or would like this candidate pack in an alternative format, please contact the Public Appointments team at partnerships@dsit.gov.uk



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Introduction

Dear Candidate

Thank you for your interest in the role of Non-Executive Director of the Intellectual Property Office (IPO).

The IPO is responsible for the UK's IP policy, educating businesses and consumers about IP, supporting IP enforcement and granting UK patents, trademarks, and design rights. All of this supports innovation and helps our economy and society to benefit from knowledge and ideas. The IPO is at an exciting point in its 170-year history. With its ambitions of delivering excellent IP services and creating a world leading IP environment, the IPO has a crucial role in delivering the government's Innovation Strategy and in ensuring the UK is the most innovative and creative country in the world.

The IPO Steering Board helps to deliver these ambitions and provides advice, guidance, and constructive challenge to the executive team on the strategy, operation and development of the IPO.

We are committed to a fair and open recruitment process and welcome applications from people of all backgrounds, particularly those from under-represented groups.

If you believe you have the experience and qualities to contribute to this important organisation, we very much look forward to hearing from you.

Viscount Camrose
Minister for AI and Intellectual Property

Harry Rich
Chair, IPO Steering Board

About the Intellectual Property Office

The Intellectual Property Office (IPO) is the UK government body responsible for intellectual property rights including patents, designs, trade marks and copyright. The IPO operates and maintains a clear and accessible intellectual property system in the UK, which encourages innovation and helps the economy and society benefit from knowledge and ideas.

The IPO helps people get the right type of protection for their creation or invention. The IPO has approximately 1600 staff across offices in Newport and London. The team is made up of specialists in rights-granting, IT, finance and HR. The IPO's main responsibilities are:

- **Intellectual Property policy**
- **Educating businesses and consumers about IP rights and responsibilities**
- **Supporting intellectual property enforcement**
- **Granting UK patents, trade marks and design rights**

Further information about the IPO can be found here: www.gov.uk/ipo

The Role

The Intellectual Property Office is seeking a Non-Executive Director with experience likely to include financial management and/or audit and risk or leadership in a large, complex public body or business.

As a Non-Executive Board Director of the IPO, you will be responsible for ensuring that the organisation is successful and effective as a service provider and employer. Non-Executive Directors play a key role in setting the organisation's strategic direction and plan, as well as ensuring continuous organisational improvement, high-performance management, excellent customer focus, service delivery, accountability and effective corporate governance. You will provide constructive challenge and scrutinise the performance of the Chief Executive and other executives in meeting the IPO's objectives, in addition to providing appropriate guidance and support.

IPO is committed to Equality, Diversity and Inclusion and is an equal opportunities employer, which means we treat people fairly. We welcome applications from all suitably skilled persons regardless of age, sex, race or ethnic background, disability, religion or belief, sexual orientation, gender reassignment or marital/family status.

Person Specification

Essential criteria:

- Executive or non-executive experience of governance and oversight at a strategic level with an ability to challenge constructively, support performance and advocate and accelerate change. **(Lead Criteria)**
- A strong understanding of intellectual property, and the value and impact of IP on businesses, inventors, creators and other stakeholders.
- Experience of encouraging innovation and a culture of change gained in either the public or private sector.
- Experience and understanding of technology, including digital, data and AI technologies, and/or delivery of technological transformation in a large organisation.

Desirable criteria:

Candidates should demonstrate substantial experience of one or more of:

- Financial management and/or audit and risk
- Leadership in a large, complex public body
- Leadership in a large commercial organisation
- Customer insight and delivery
- Business and/or operational transformation
- Developing and delivering public policy

In the event of a large number of applications, the initial sift will be based on the lead criteria above.

Terms of Appointment

Appointment Term: An initial period of 3 years.

Remuneration: £8000 per annum. Remuneration and expenses are taxable.

Time Commitment: 18 days per year.

Location: Steering Board meetings are usually held in the IPO's Newport office.

Nature of Appointment: This is a Ministerial Appointment by the Secretary of State for Science, Innovation and Technology. The post holder would be an officeholder and not be an employee of the Department or the public body.

Availability: Successful candidates will be encouraged to take up their appointment as soon as possible, following the successful completion of pre-appointment checks and security clearance at Baseline Personnel Security Standard (BPSS) level. Further details can be found here <https://www.gov.uk/government/publications/united-kingdom-security-vetting-clearance-levels/national-security-vetting-clearance-levels>.

How to Apply

Applications must be submitted **by 23:00 on 25/01/2024**. Applications received after this date will **not** be considered

In order to apply you will need to create an account or sign in. Once you are logged into your account, click on 'apply for this role' and follow the on-screen instructions. To apply, all candidates are required to provide;

- A Curriculum Vitae (CV)
- A supporting statement
- Equality information
- Information relating to any outside interests or reputational issues

We will ask you to check and confirm your personal details to ensure your application is accurate.

You will also have the opportunity to make a reasonable adjustment request or apply under the disability confident scheme before you submit your application.

Assessment Panel, Process and Timeline

Candidates will be sifted and interviewed by an Advisory Appointment Panel (AAP). Scoring at sift and interview is based on the criteria set out in the Person Specification. In the event of a large number of applications, the initial sift will be based on the lead criteria. The AAP will determine which candidates are appointable.

The Secretary of State will appoint on merit from the list of appointable candidates.

The members of the AAP are:

Panel Chair and IPO Representative – Harry Rich, IPO Steering Board Chair

Departmental Representative – Holly Yates, Director of Science, Research and Innovation

Independent Panel Member - Dr. Alison Walker-Fraser

Date	Actions
25/01/2024	Application Deadline
w/c 05/02/2024	Shortlisting
w/c 04/03/2024	Interviews
March 2024	Successful candidates notified
April 2024	Appointment announced

The above timeline is indicative and subject to change. Please check the advert for further details.

Equality, Diversity and Inclusion

We are committed to increasing the diversity of our boards and bringing in talent, regardless of its origins. We encourage applications from all candidates, regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability or gender identity. We particularly welcome applications from people with ethnicity, gender and disability characteristics currently underrepresented on our Boards.

Arrangements for candidates with a disability:

As a Disability Confident leader, we guarantee to interview anyone with a disability whose application meets the essential criteria for the post. More details on the criteria can be found in this pack. If you wish to apply through the Disability Confident scheme, you will need to tick the option on the Diversity Monitoring form that you will submit alongside your application.

Adjustments:

All candidates are entitled to request reasonable adjustments at any stage of the application process. If you would like to discuss adjustments prior to submitting your application, please contact partnerships@dsit.gov.uk.

Annex A: Conflict of Interest and Due Diligence

Public Appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable or political interest that might be material and relevant to the work of the body concerned should be declared.

It is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Assessment Panel and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media. The Panel may explore issues with you before they make a recommendation on the appointment.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the Panel, and they may wish to explore issues with you, should you be invited to interview.

If you have any queries or would like to discuss further, please contact partnerships@dsit.gov.uk.

Annex B: The Seven Principles of Public Life

In 1995 the Committee on Standards in Public Life defined seven principles for public life. All candidates for are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service which are:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

Further information on the principles of public life can be found [here](#).

Annex C: Complaints Procedure

If you feel you have reason to complain you should direct your concerns in the first instance to the Public Appointments team at partnerships@dsit.gov.uk who will make every effort to deal with these and respond to you within 48 hours.