

Head of Records & Formalities

Hybrid working (Windsor/remote)

Are you an experienced IP Records & Formalities professional with line management experience (for example, an Assistant Head of Formalities, Formalities Manager or Head of Formalities), looking for a new challenge? Are you people-oriented, energetic and ambitious? Do you thrive on leading and growing teams, and improving processes to get results? Would you enjoy working in a quality-focussed, innovative but laid-back environment?

We are Barnes IP. We work to protect every invention, innovation, idea and design our clients create. The chances are, you'll know and use many of the products that we've helped to protect. We are a specialist law firm, focussed on helping clients with their intellectual property (with a particular focus on helping technology companies protect their technology and business using patents, trademarks and registered designs). We are growing quickly and need to expand our team to keep up with strong client demand for our services. Our clients particularly value the quality of our work and advice, and we attract new clients by word of mouth as a result.

- Location:** Windsor (right opposite Windsor Castle) / London (Paddington)/hybrid working possible
- Salary:** Competitive
- Benefits:** Private medical insurance; travel insurance; car parking; pension; 25 days' annual paid holiday, rising to 30 days (with service); training & development opportunities, electric company car scheme, 'Perks at Work' membership
- Product/Service:** Fast growing IP and patent law firm
- Pedigree:** Our founder, Phil, is one of the most innovative and respected authorities in the IP space. (Don't let his relaxed attire suggest otherwise!)
- Culture:** Non-corporate, agile, innovative, people-focussed
- Your Skills:** Experienced IP Records & Formalities professional with experience managing and motivating a team within private practice, experience of improving/developing processes and procedures, excellent IP legal knowledge.

ABOUT THE ROLE

To take over management of, develop, support and grow our small but brilliant formalities team within the dynamic Barnes IP ethos, while consistently delivering excellence to all clients and having fun whilst doing it.

Specific tasks and capabilities:

- Analyse motivating factors and create a rewarding environment for support staff, where they feel valued.
- Manage the records and formalities team to ensure that the workload is allocated and completed efficiently, while providing excellent customer service to our clients.
- Grow the team as required to meet our increasing workload.
- Ensure that team members, including yourself, monitor and keep up to date with legal developments and training, and maintain our library of legal knowledge and updates.
- Line-manage the records and formalities team.
- Ensure we have created, documented and continually improve our processes and procedures, and make sure that we update these ahead of any relevant law and regulation changes.