

**boult**

## Inside Boult



Our clients depend on our expertise – but they also appreciate our individual personalities and our collaborative way of working.

# Hello

Join our team and work on high profile brands and cutting-edge science and technology for clients ranging from global enterprises to fast-moving start-ups. As a member of our firm, you'll have the opportunity to work alongside experienced professionals, gaining valuable insights and expanding your knowledge base. Supported by a dynamic community of colleagues, you'll be empowered to learn quickly and develop your skills in a collaborative environment.

We're a leading European IP firm. We are diverse and pride ourselves on both our local expertise and our global reach. Our team of professionals speak many different languages, facilitating effective communication and problem solving across cultures and borders. We specialise in dealing with complex, cross-border IP matters, and our clients trust us for our local expertise and international capabilities.

As you take on new challenges and gain new experiences, you'll build the skills and expertise required to excel in your field. Boulton recognises and appreciates the unique qualities each individual brings to the table and rewards exceptional effort with opportunities for growth and advancement.

Our commitment to excellence is reflected in our sector-leading training, designed to make a lasting impact on your career development. We're seeking ambitious, intellectually curious, commercially-savvy individuals who are fantastic communicators and have a desire to succeed. At this firm, you'll have ample opportunities to advance your career and achieve your goals.

So, take the next step and realise your ambitions at Boulton.



"Boult has built a top notch team. Perhaps more importantly that bench is filled with great people. The folks at all levels at Boult are enjoyable to work with."

Dr Nick Widdowson, Recruitment Partner

**Client quote, Legal 500**





# Why Boulton?

Three reasons:

**What we do.**

**Our culture.**

**Our training.**

In combination this makes us a formidable force.

**What we do:** Boulton is committed to delivering the right advice to our clients, in the right way. We maintain our competitive edge by continuously recruiting and training exceptional talent.

**Our culture:** The size of this firm matters. We are large enough to handle the most complex and interesting cases and small enough to provide a bespoke one-to-one service to all our clients. We have an open culture where everyone is treated with respect and civility, and we are able to provide support to our staff as individuals. Our friendly atmosphere and the social aspects of working at this firm are highly valued by staff.

**Our training:** As a trainee at Boulton, you will work closely with partners and have direct interaction with clients. You will have a broad exposure to a range of subject matters and legal issues. From the start of your training, you will be helping our clients to achieve their goals. We provide comprehensive support and mentorship from experienced partners, along with regular performance evaluations to help you thrive.

"I knew I wanted to work at Boulton halfway through the interview. It didn't feel like an interview but more like an interesting discussion with someone from my profession. They weren't just interested in my capabilities but wanted to know me, my interests, what I wanted out of the firm. It was refreshing and made me feel like I would be treated with respect and be seen as an individual."

**Sunny Qamar, HR Administrator**



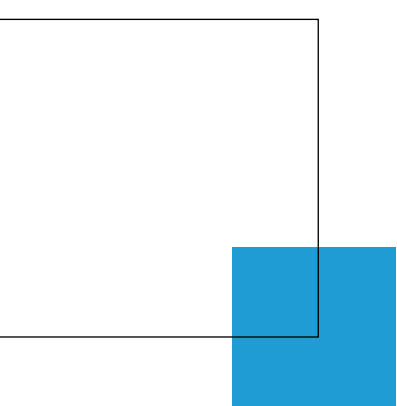
Maryam Ahmed, Patent Assistant



Charlotte Hrecinuc, Patent Attorney



# Training at Boulton



We provide a supportive environment for our trainees, to help them flourish. Our trainees sit together, so you will get to know your peers quickly and form strong working relationships from day one. You will work directly with partners and other qualified fee earners, and you will also benefit from a dedicated supervisor. Our partners and associates are some of the brightest minds in their fields and having access to them early on in your career is invaluable.

When you join us as a trainee, you will be assigned a buddy. Your buddy is a qualified professional who is there to provide a helping hand and is an informal source of knowledge to answer questions you may not wish to raise with a line manager/partner. Our trainees are encouraged to develop their own schedule for regular catchups with their buddy.

There are no timelines for your training. Each person's experience is unique. Although trainees all sit the same patent or trade mark exams, we give each trainee the freedom to choose the order and the timing. This means that you can go at the pace, and in the order, that works for you, taking into account your strengths and experience.

## Deciding that Boulton was for me



At the very start of any journey into the patent profession, there are two big decisions to make: deciding where to apply; and deciding which job offer to ultimately accept.

For me, the most important factor in making those decisions was the workplace culture and environment. I wanted to join a firm where I would feel valued, respected, and supported to progress. I also wanted to join a firm whose staff were happy, fulfilled, enthusiastic, inclusive, and motivated. These more subjective aspects of a workplace culture and environment are so important but can be difficult to glean from websites or job descriptions.

Personally, I found the best way to get a real 'feel' for the firms I was considering, was to meet and speak to existing trainees and other qualified members of staff. I did this by attending several open days, but an alternative option would be to attend a vacation scheme, or just to arrange a more informal chat – you'll find most are happy to talk about their jobs, as it's widely known in the profession that many members of the public have not even heard of the job, much less understand what it entails.

I made my ultimate decision to join Boulton based on my interview experience. I interviewed with the partners I still work with, and I instantly knew it would be a good 'fit'. The interview was relaxed but challenging, and the partners showed a real interest in me as a person. I left feeling positive and I still feel the same way three years later!"

**Charlotte Hrecinuc, Patent Attorney**



# Top tips

## What we are looking for

There is no such thing as a typical Boulton candidate, but we do require some minimum educational standards. Usually we expect to see at least 136 UCAS points from your post-16 qualifications, and at least a 2:1 undergraduate degree (predicted or obtained). We don't require candidates to have a higher degree, although many of our staff do have masters or doctoral level degrees. If you are interested in becoming a patent attorney, there is regulatory requirement for you to have, or are studying for, a degree in a STEM subject including physics, chemistry, biological sciences, engineering or maths. There are no academic subject matter restrictions for those considering a career as a trademark attorney. We welcome applications from international students with fluent English, but we do also expect the equivalent national qualifications and standards for those applicants.

There is no one-size-fits all approach for a career at Boulton. However, some key skills we look for in candidates include:

**Analytical thinking** – A methodical approach, attention to detail and sound judgement.

**Intellectual capability** – Curiosity, and a happiness to explore new approaches and think on your feet.

**Excellent communication** – The ability to articulate arguments clearly and get your message across to a range of individuals.

**Relationship building skills** – Although it is widely thought that the job is solitary in nature, and it is true that there is a good deal of sitting alone, reading, thinking and writing, actually a lot of our work revolves around relationships with colleagues and clients. It's the strength of the relationships that make working at Boulton so enjoyable, and what we think sets us apart from other firms.

**Ambition** – Energy, the drive to succeed, and enthusiasm.





Michael Kahan, Patent Attorney

## Top tips for making the most of being a trainee at Boulton

### 1 Never be afraid to ask questions

Everyone here is so friendly and helpful. We were all a new starter once, so no question is too basic.

### 2 Take your time

Whilst you are training the firm has very realistic expectations on what you can achieve and over what timescales. It is more important, both to you and to the firm, that you receive a solid training and take the necessary time to get to grips with everything, rather than an expectation of high numbers of billable hours from the beginning.

### 3 Use the opportunity to learn and increase your knowledge

It is more important to do a few jobs very well, than to try to finish every task you're given quickly. Every time an examination report is given to you, treat it as an

opportunity to look up the relevant statute and guidelines. It makes exam revision down the line a lot easier too!

### 4 Make friends and contacts across the firm

Boulton has a long tradition of promoting from within, and there is a remarkably low turnover of staff. So, your fellow trainees at the start of your career may very well be the IP specialists and the partners working alongside you one day. Knowing your colleagues well means that when you are out of your depth, you will know exactly who to ask for help.

### 5 And...

If you work in the London office like I do, enjoy the view from the kitchen!

**Michael Kahan, Patent Attorney**

# A day in the life of a patent assistant at Boulton

“ **9:00am** My day at the office typically starts with a coffee and some admin. I go through my inbox, check for any emails that require urgent attention and update my to-do list for the day accordingly.

**9:30am** I am now ready to start with my first task of the day. I have received a communication from the European Patent Office (EPO) providing an Examination Report for one of my cases. I go through the objections the Examiner has raised in the context of the application and the cited prior art documents. After completing the necessary analysis, I plan out a response to the Examiner addressing their comments and including possible amendments. It is a complex case, so I set some time aside to discuss it with my supervisor and exchange ideas later in the week.

**10:30am** Urgent instructions from one of our clients have just come through. The final deadline is tomorrow, so I must adapt my to-do list of the day to prioritise the completion of this EPO response. The client agrees with our suggested amendments and would like us to proceed by amending the description accordingly. I get started on this straight away.

**11:30am** I have a Zoom meeting with my supervisor to settle one of the proposals I prepared yesterday - the case involves addressing objections on the patentability of the application. After the call I make a note of the things that need tweaking and finalise the letter to the EPO. I then write an email to the client explaining briefly what we consider to be the best approach and asking the client to confirm whether they are happy with our suggestions.

**1:00pm** Time for lunch. Today is Thursday which means a few of the trainees will go out together to grab lunch from a nearby café. We like to try different places every week so I am excited to see what cuisine we will pick today!

Once we have our food, we walk back to the office to have our lunch in the breakout room/kitchen area. It is always buzzing in here at this time of day, different teams and departments all come together to catch up and socialise. It is the perfect atmosphere to disconnect and recharge the batteries ahead of a busy afternoon!

**2:00pm** I am back at my desk to join in on a charity committee Zoom meeting. We are sharing our ideas for the upcoming charity event.



Claudia Bustamante, Patent Assistant

**2:30pm** After the meeting I go back to working on the urgent description amendments and letter to the EPO with our comments on the outstanding objections. I send the finalised version to my supervisor for review, ready to be filed either later today or first thing tomorrow morning.

**3:30pm** We have a call with a client to discuss their invention in detail before drafting a patent specification. Listening to the client speak with such passion and pride about their invention is truly rewarding. I am excited to work with them and gain a deeper understanding of their research. We also talk about a possible filing strategy based on where they want to seek patent protection.

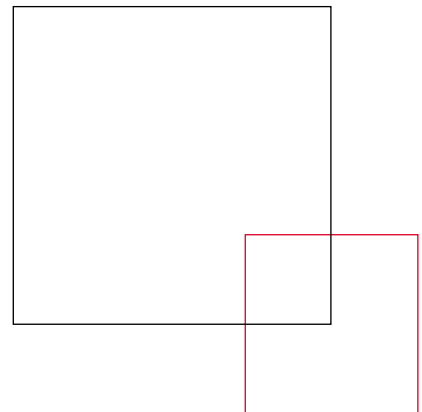
**4:30pm** I write up the meeting notes and save them to the case file for our future use and reference. With all the client's information and feedback, I start preparing a draft description for the application.

**5:30pm** I wrap up for the day and make sure I have recorded all the time spent working on my cases. I also set a reminder to file the urgent response at the EPO first

thing in the morning. Lastly, I update my to-do list with the work I have completed during the day and any additional tasks that have popped up.

**6:00pm** Time to head home.

**Claudia Bustamante, Patent Assistant**







Olivia Green, Secretary



# What can I apply for?

## Open day

This is an annual virtual event, taking place in October. It's open to undergraduates and graduates. It is a great way to find out more about being an IP specialist and working for a tier one firm. Not all firms are the same and the day gives you a chance to experience our friendly and inclusive culture. During the day you will meet current trainees, qualified fee earners and partners and you will get an insight into our international client base. The sessions are intended to give you an understanding of IP law and how science or business acumen is applied to matters that our team deal with daily.

You will be able to get some tips about how to apply for our vacation scheme or trainee programme. The open day is relaxed and informal. Whilst you will want to make a good impression at the event, no assessments are made. Instead, this is your opportunity to find out about joining the IP profession and working at Boulton.

"Excellent organisation - smooth running and kept to the time throughout. Great range of speakers from different backgrounds and experiences in the qualification process. Loved the authentic insight into the culture at Boulton. Presentations were well delivered, a great combo of slides and oral presentations. Excellent facilitation throughout and smoothly run discussions in breakout rooms.

The timings given to speakers were just right - no one fell under time or went over time, so it felt very smooth. Overall, a fantastic introduction to the IP industry - in what a career looks like from both an experienced and more 'junior' perspective. Really fantastic advice and tips given - filling up 10 pages of notes!" **Attendee, 2023 open day**

## Eligibility

You will need at least 136 UCAS points from your post-16 qualifications and to have completed at least the first year of your undergraduate degree. You need to have, or be on track for, at least a 2:1 degree. If you're interested in becoming a patent attorney, your degree must be in a STEM subject including physics, chemistry, biological sciences, engineering or maths. There are no academic subject matter restrictions for those considering a career as a trade mark attorney. For international students, we will expect the equivalent national qualifications, together with excellent spoken and written English.

**Open day application window:**  
March to September

**Open day date:**  
September

**Event type:**  
Virtual event

**For further information,**  
**email:** [openday@boulton.com](mailto:openday@boulton.com)



## Vacation scheme


This is a three-day long programme and includes presentations, workshops, interactive sessions and networking opportunities. Our aim is to give participants an insight into the job of a patent attorney or trade mark attorney, as well as a better understanding of our firm.

We aim to explain how we train and support our trainees and offer an opportunity to start building a relationship with the people you might work with in the future. The scheme includes real cases and soft skills sessions to help you develop your confidence when applying for jobs. You will have an opportunity to speak directly to current trainees, giving you an unfiltered perspective on the work we do, as well as a better understanding of the firm as an employer.

“ This scheme is all about giving people the chance to see us behind closed doors. It’s a chance for the participants to engage with and work alongside IP specialists giving them the opportunity to connect with people of differing levels of seniority.”

**Daniel Weston, Partner**

## Eligibility



You will need at least 136 UCAS points from your post-16 qualifications. You will either be in the penultimate or final year of your degree or have graduated. You must be predicted or have obtained at least a 2:1 degree. If you are interested in becoming a patent attorney, your degree must be in a STEM subject including physics, chemistry, biological sciences, engineering or maths. There are no academic subject matter restrictions for those considering a career as a trade mark attorney. For international students, we will expect the equivalent national qualifications as well as excellent written and spoken English.





Daniel Weston, Partner

**Vacation scheme application window:**  
November to mid-April

**Vacation scheme dates:**  
July (the scheme takes place over three days with an additional day for a networking lunch).

**Event type:** Hybrid event. Participants can choose to join us in person in the London office, join virtually or do a bit of both. All participants will be invited to a lunch at the London office on the last day of the event.

**For further information, email:**  
[vacationscheme@boulton.com](mailto:vacationscheme@boulton.com)



## Trainee

Our trainee programme offers an excellent opportunity for graduates to take their first step towards becoming a registered patent attorney and a European patent attorney, or a registered trade mark attorney.

As a trainee you will have direct contact with clients and work on real cases, with exposure to partners who have a stellar reputation. We don't pigeonhole people and we positively encourage multidisciplinary work giving you the broad experience to help you in the future. Our training programme is flexible and tailored to your learning abilities.

Our clients are global, allowing you to work across jurisdictions and to manage international IP strategies. We are a supportive community, and we care about your success just as much as who you are. We also offer a healthy social life alongside your training programme.

Joining our trainee programme is an enormous opportunity and we will encourage you to go beyond what you think you are capable of. Come and join us and take the first step on your road to success.

### Professional qualifications

#### A patent trainee

- After roughly a year as a trainee, you will study full time for the Intellectual Property Law (IP Reg) PGCert at Queen Mary, University of London. Passing the course means you will be part-qualified.

- You will begin to sit the UK finals exams a year or two after becoming part-qualified. There are four of these exams and you can take them all in the same sitting or split them as you like. Once you pass all four UK finals, you become a UK registered patent attorney. You can then apply to the Chartered Institute of Patent Attorneys (CIPA) to become a chartered patent attorney.
- You can sit the European Qualifying Exam pre-exam after two years in the profession and the full European Qualifying Exam after three years in the profession.
- Once you become UK qualified, you have three years to get your litigation certificate. You need this to stay on the Register of UK Patent Attorneys.

#### Trade mark trainee

For trade marks, you will need to complete the following two courses:

- At Queen Mary, University of London you will study Trade Mark Law and Practice PGCert. It usually takes nine months, and you will study whilst you work. The course is part-time.
- At Nottingham Trent University you will study for the Trade Mark Practice Professional Certificate. It usually takes ten months, and again you will study while working. The course is part-time.
- Once qualified, you will be on the Register of Trade Mark Attorneys, and can apply to CITMA to become a Chartered Trade Mark Attorney.



Coral Salmon, Secretary

### **Eligibility**

You will need at least 136 UCAS points from your post-16 qualifications. You will either be in the final year of your degree or have graduated. You must be predicted or have obtained at least a 2:1 degree. If you are interested in becoming a patent attorney your degree must be in a STEM subject including physics, chemistry, biological sciences, engineering or maths. There are no academic subject matter restrictions for those considering a career as a trade mark attorney. For international students, we will expect the equivalent national qualifications, as well as excellent written and spoken English.

**Trainee scheme application window:**  
preferably by 31 October, but we continue to recruit throughout the year.

**For further information, email:**  
[recruitment@boulton.com](mailto:recruitment@boulton.com)



# Working at boutl

## What we offer

- A fantastic training program that will give you an outstanding foundation for a career in IP.
- A friendly and collaborative culture.
- Support throughout your training.
- Exposure to high profile clients.
- Secondment opportunities.
- A firm with responsible business ethics at the heart of its corporate strategy.
- Hybrid working.

## Trainees – core benefits

- Initially 23 days annual leave, rising to 25 days after 3 years' service, with the option to annually buy or sell (up to 5 days) leave.
- Up to 6% (minimum 4.5% to meet auto enrolment requirements) firm contribution to group personal pension scheme.
- Interest free season ticket loan.
- Life assurance (x3 salary, and option to self-fund higher multiples).
- Private medical insurance (personal and option to self-fund family members).
- Health cash plan (personal and option to self-fund family members).

## Wellness benefits

- Confidential Employee Assistance Programme.
- Optional dental insurance.
- Wellness and mental health support.
- Optional critical illness cover.

## Lifestyle benefits

- Flexible working.
- Cycle to work scheme.
- Payroll giving for tax-free donations to charity.
- Matched funding for individual fundraisers and charity committee.
- Social and sporting events.
- An equality, diversity, and inclusion committee.
- A social mobility committee.
- A charity committee.



The London office breakout area

# Who we are

At Boulton, we have a decentralised structure and a management style that is inclusive, open, and driven by consensus. The firm has a global outlook and a diverse workforce with IP experts and support professionals from across Europe and the rest of the world. Whilst we are a European firm, the work of our teams has an international flavour. Our clients operate in a wide range of sectors and can be anything from fledgling businesses to multinationals.

We benefit from being a well-established UK firm but with the added advantage of now having multiple European offices across Spain and Germany.

We recruit only the most exceptional candidates. We look for people who can demonstrate leadership potential and have a desire to make a positive impact on the firm. People who possess stellar academic backgrounds, have a personality, a drive to learn but also want to be part of a team, will thrive with us. This is because we value our collegiate and collaborative culture. Although our team shares the commitment to original thinking, client service and collaboration, it is comprised of people with a diverse range of backgrounds and perspectives.

Our experts are able to apply their IP knowledge effectively and demonstrate initiative when managing client matters.

Historically, the legal sector has been male dominated. Boulton, by contrast, has a long and proud history of gender equality at all levels of the firm. Just over half of our fee earner team is made up of women, and we promote to the partnership strictly on merit. The majority of the senior management roles are currently held by women.

## Our culture

We foster a culture of inclusivity, one that recognises and rewards those who think differently and who apply fresh approaches to familiar challenges whenever appropriate. We encourage people to embrace every challenge as an opportunity, and to do so not as an individual, but as a team. We work in a collegiate fashion, and we are committed to supporting our colleagues.

The mind matters and our wellbeing programme ensures we are all looked after. We have a flexible approach to work and believe that we should work when we can, not just because it is between 9am and 5pm.

*Boulton had its roots in the UK but has now evolved into a European firm with offices across Europe and with a global facing practice.*





Emilia Davies, Patent Assistant

This is why we have a hybrid working policy in place.

Our people are ambitious, and all have a strong academic performance. But there is no such thing as a typical Boulton member of staff. We are a diverse bunch and welcome people on their strength of application not their socioeconomic or cultural background.

### Our values

We are committed to providing the best possible service to our clients and the best possible work environment for our people. Our approach to our work is underpinned by our values and they inform everything we do as an individual and as a firm.

Our values are:

- **Approachable:** passion and personality matters.
- **Supportive:** we are strongest when we work together as a team.
- **Outstanding:** what we do, we do exceptionally well.
- **Considerate:** we respect our social and physical environment, both domestically and internationally.

## Top tier firm



Since 2007  
all leading directories  
have ranked us  
as a top tier firm.



## Responsible business

We want to provide the best possible service to our clients, and we can only do this if we support each other and ensure that everyone can be their true selves. We have a robust responsible business strategy and several committees of volunteers ensure that our objectives are translated into actions and keep us heading in the right direction.

We were the first IP firm in the UK to join the Mindful Business Charter, a charity which aims to remove unnecessary sources of stress and promote better mental health and wellbeing in the workplace. We were also the first IP firm to sign up for the London Sustainability Alliance (LSA) promoting sustainability amongst city law firms and also for Business in the Community (BITC), which promotes best practices for responsible business in the UK.

Being responsible doesn't stop with our people. We are conscious that our business impacts on the wider community and environment. That is

why we are working with organisations such as OneTribe that help us make this impact a positive one.

We want all our staff to be happy and healthy, both mentally and physically. We provide a comprehensive private medical scheme as well as proactive healthcare and everyone can access these no matter whether they are at the start or the end of their career.

We have an established programme of charity events held in our offices and online. Our charity for May 2023 to May 2024 was Shelter, and we supported them through a series of fundraising events including an Easter Egg tombola, yoga classes and a pet photo competition. In addition, our staff are given paid days off to volunteer in support of a charitable initiative of their choice, or a local charity that the firm supports such as Shelter or the London Soup Kitchen.

We look forward to meeting you.





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This publication does not necessarily deal with every issue or cover all aspects of the topics with which it deals. It is not intended to provide legal or any other advice.

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A list of members of Boult Wade Tennant LLP is available for inspection at the registered office at Salisbury Square House and on our website.

Offices in: London, Frankfurt, Munich, Madrid, Cambridge and Reading.