



MATHYS & SQUIRE
INTELLECTUAL PROPERTY



Insider's guide:
**Working with us at
Mathys & Squire LLP**

mathys-squire.com

Working at Mathys & Squire

What's it Really Like?

We think Mathys & Squire is a great firm at which to work, and we are proud to be a leading "Tier 1" firm. Our work is very varied – no two days are ever the same – and it is stimulating to work on cutting-edge technology on behalf of highly innovative clients. Whilst our work, by its very nature, can be challenging at times, it is intellectually satisfying – for example when you successfully overcome a set of complex objections raised by a Patent Office Examiner, or successfully defend a patent under opposition. But, most importantly, the people you work with are friendly and supportive – and professionally among the best in their field. This makes for a very enjoyable working environment, in which each and every person can flourish.

Supportive Colleagues

We only recruit the best. This means that all around you there are other committed, hardworking, ambitious and highly capable colleagues with whom you can freely interact. Our attorneys take the view that everyone continues to learn throughout their career, and our experienced attorneys are always happy to provide help, advice and support to others. In this way, we have established a truly collegiate environment.

Quality Work

We act for global corporations such as Proctor & Gamble, BP and Cisco, but there is also plenty of scope to work on behalf of smaller organisations, universities and start-ups. In addition we have a steady diet of agency work which, especially when you are in the early stages of your career, is great for "cutting your teeth on". However, what all the work you will do has in common, is the focus on excellence – there is no "handle turning" work where you are not required to use your brain. We instil a culture of creativity, innovation and adding value for all our clients and expect all our fee earners to think laterally and add value from Day One.

Real Responsibility

From their first days as graduate Trainees, our fee earners do "real work" and have direct client contact. Of course, in order to maintain our high standards, you will have a supervisor to guide and support you, however experienced you are, but we are keen that you should have real responsibility from an early stage. You can expect to participate in conference calls and meetings so you are fully involved in the cases you are working on.

Well Resourced

As a larger and highly successful firm, we have the luxury of a well-resourced back office function. Our Records Department, Accounts Department and Paralegal support team all run smoothly, and allow our fee earners to focus on what they do best and enjoy most – client work. We also have exceptional IT infrastructure (which, amongst other things, gives us full access to our systems from anywhere in the world), and the equipment and software we use is reliable and up to date.

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WE ARE PROUD OF THE EXTENSIVE TRAINING PROGRAMME WE OFFER OUR TRAINEES TO SUPPORT THEM THROUGH THEIR PROFESSIONAL QUALIFICATIONS, AND OUR HIGH PASS RATE IS TESTAMENT TO THE EFFECTIVENESS OF OUR TRAINING.



Personal Development

Training and Professional Development

We are proud of the extensive training programme we offer our Trainees to support them through their professional qualifications, and our high pass rate is testament to the effectiveness of our training. Beyond qualification we encourage all fee earners to undertake an external course on Oral Proceedings, and offer a broad range of CIPA (Chartered Institute of Patent Attorneys) webinars and other training. Our Life Sciences and IT&E (Information Technology and Engineering) practices both run monthly Case Law Review meetings; these also provide an opportunity for people to get together over a lunch – including those who travel down to London for the day from our regional offices.

Large Firm, Small Teams

We like to think we offer the best of both worlds: the advantages of a larger firm in terms of breadth of work and opportunities, first rate resources and a lively working environment; but coupled with an internal structure of small teams put together for each matter we are working on. These can be made up of fee earners from across different technology sectors and would

usually consist of a partner and one or two more fee earners of different levels of experience. We encourage a lot of sharing of expertise both formally and informally so you will quickly get to know your immediate colleagues, while regular team social events (at which secretaries and support staff members also participate) help ensure a fun, supportive culture of One Firm, One Team.

Career Progression – A Meritocracy

We have a clear Career Progression structure from Trainee to Associate, Managing Associate and Partner. For some fee earners promotion comes quickly, but we have no set timescale, so for others the journey takes longer.

Our Competency Framework sets out the expectations and objectives applicable to each level of seniority, and you will have regular feedback on your progress. A committee made up of the most senior Partners in the firm and the HR Director meets four times a year to discuss all those eligible for promotion, and to set objectives for everyone. There are no quotas when it comes to promotion (as evidenced, for example, by the fact that we recently simultaneously

promoted three Managing Associates to Partner from within the same team).

Firm Management

A Partnership Board meets monthly along with our Function Heads to discuss the key issues affecting the firm, and to plan strategically for the short and longer term future. The Board always has one junior Partner representative who is elected by their peers. Board papers and decisions are available to all Partners and input from them, and indeed all our employees, is always welcomed.

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Getting the Balance Right

Flexible Working

We acknowledge the pressures of juggling work, home, family and social lives. Many of our fee earners, especially once they become qualified and are operating autonomously, choose to work flexibly – for example in terms of adjusting their core hours in the office, or spending time working from home. Our IT systems are designed to support this, and so, frankly, if you are able to work productively and keep clients happy, we're not too concerned where you do it. We trust our fee earners so there is no culture of "facetime" – if you are in late because you were at the dentist we know you will do what you need to do in order to manage your deadlines for the day.

HR Support

Our HR Department is well established and has three members of staff who ensure our benefits, processes and policies reflect our status as a leading professional services firm that wants to maintain a reputation as an Employer of Choice. It also looks after Learning and Development, ensuring that courses, exam bookings, and so on, are all centrally managed for you.

Business Development and Marketing Department

Our Business Development and Marketing Department consists of three staff members and uses other external resources when necessary. We encourage staff at all levels to get involved in Business Development, whether by writing articles, attending events, networking or developing relationships with existing clients. The team is always on hand to advise and guide fee earners with research, identifying new opportunities and assisting with pitches, tenders and the like. We also have a comprehensive suite of BD toolkits that contain hints, tips and ideas to assist with your marketing activities. They look in detail at how you can develop your networking skills, target new clients, and improve your client management and cross-selling skills.

Work-Life Balance

In common with most of the IP profession, we have a system of billing targets which, for most fee earners, equate to around 4.5 billed hours per day (1000 hours per year). Our Trainees have lower targets in recognition of their lack of experience and exam

commitments. We are fortunate that our workflow enables a fee earner to meet their annual targets without regularly having to work long days or over weekends. We monitor fee earners' hours on a monthly basis to ensure that workload is spread appropriately across the firm, so no one should be struggling to cope while others have capacity to assist.

Diversity, Inclusion and Corporate Social Responsibility

We take pride in having a diverse working environment which represents a variety of cultures, languages, backgrounds and interests. Our profession is all about embracing and encouraging forward thinking, so it makes sense for us to take a similar approach in how we manage the firm.

We are active members of IP Inclusive (www.ipinclusive.org.uk) and aim to ensure that our approach to professional matters, social events, benefits and people management policies reflects best practice and encourages people to feel they can "be themselves". We support a local school (including having them design

our Christmas cards!), and our staff vote for a "Charity of the Year" with whom we work on fund raising and other initiatives.

The Social Side of Mathys & Squire

Our Social Committee meets regularly and has representatives from across the firm to ensure our monthly Events Calendar has "something for everyone". Recent highlights include a quiz night with beer and pizza, a cheese and chocolate tasting evening, and our "bring and share" office lunches. The more active among us get together for softball matches and the City Road Race, but even if you don't want to take part, the sporty types always welcome support, and everyone meets up in the pub afterwards. We have an annual Summer Party, and a Black Tie Christmas Party for all staff and their partners; travel and hotel costs are picked up by the firm for those based outside London. We always hold our parties on Fridays so you can really let your hair down!

WE ACKNOWLEDGE THE PRESSURES OF JUGGLING WORK, HOME, FAMILY AND SOCIAL LIVES. MANY OF OUR FEE EARNERS, ESPECIALLY ONCE THEY BECOME QUALIFIED AND ARE OPERATING AUTONOMOUSLY, CHOOSE TO WORK FLEXIBLY.

For Graduate applications, please send a CV and covering letter to grads@mathys-squire.com

For all other applications and questions, please contact hr@mathys-squire.com

