Business &
IP Centre
North East

BIPC North East: Library & Enterprise Outreach Officer (IP Specialist)

Start Date: April 2025

Until: 31st March 2026

Grade: N5

Who are Business & IP Centre North East?: BIPCNE www.bipcnortheast.co.uk is a local authority run project, operating within a national network of 22 BIPCs across the country, coordinated by British Library. All of these Centres are based within Libraries and deliver free support to businesses, pre-starts and not-for-profit organisations. BIPCNE operates across Newcastle, Northumberland, North Tyneside, Gateshead, South Tyneside and Sunderland. Newcastle City Library is the main BIPC Regional Centre, but the service also operates out of 7 BIPC Local Centres located in libraries across these Council areas.

BIPCNE receives over 2000 face to face and online enquiries every year. Core services include:

Intellectual Property Support: We deliver over 100 one to one IP surgeries annually. These are delivered by IP specialists within the BIPCNE team.

Business Information Services: Primarily our suite of business databases, providing access to research tools helping inform SME start-up and growth decisions.

'*Experts in Residence'*: Around 50 mainly private-sector partners who provide pro-bono advice and support on their specialist topic Experts in Residence - BIPC North East. They deliver iro 1,200 one-to-one support sessions annually. Extended Expert support of up to 12 hours is also available via BIPC's Citylife Business Support Grant, fully funding support in eligible areas.

New Opportunity: BIPCNE employs 3 Library & Enterprise Outreach Officers (LEOOs). Two of these postholders spend 1 day a week in each of the BIPC Locals delivering BIPC services face-to-face to local businesses, residents and organisations. The other LEOO post supports this regional delivery but is focused on providing intellectual property information and advice to individuals looking to start up a business and to businesses currently trading. This would cover the topics of copyright, registered designs, trademarks and patents.

As a result of the previous postholder retiring, we are now looking to recruit another LEOO to this IP Specialist role. This provides a great opportunity to join BIPCNE, initially until 31st March 2026 when current UK Shared Prosperity Funding (UKSPF) for this role comes to an end.

What would you do? During the period of the role you would develop your intellectual property knowledge and skills. You would attend a 3-day IP Masterclass delivered by the Intellectual Property Office, utilise online and other resources provided by British Library and would have support from your BIPC colleagues. Self-directed training and research would

also be required to gain experience of IP case law. Once confident and proficient, you would engage with BIPC customers, delivering face to face and online IP information and guidance and replying to email enquiries. The role would also require you occasionally delivering presentations on IP Basics both in-person and online but again, British Library would provide support in this respect. The postholder would not be expected to begin delivering support for some months from commencing the role. Once trained, you would work across all of our BIPC locations, seeing clients as required, engaging with other business support partners and providing informal support to attendees at BIPC workshops and networking events. Some home working will also be involved.

Your customers would be individuals with a business idea, trading businesses, not-for-profit organisations and social enterprises. Most of the businesses we work with are quite small, many being sole traders.

When you are confident in the role, you'll be working independently within the BIPCNE Locals but supported by other members of the BIPCNE team. The BIPCNE Team are friendly and supportive group, comprising staff from Newcastle Library Service and Newcastle City Council's Economic Development Team. We have a great relationship with our Experts in Residence and other partners, providing a very friendly environment in which to operate.

Who will my Line-Manager be? Sarah Turnbull BIPCNE's UKSPF Project Manager and would manage this role.

What allowances are made to Travel to/from BIPCNE Locals? You will work from BIPC Locals, as required and will be allowed time to travel to and from these locations. Mileage/travel expenses can be claimed and public transport booked in advance through the Council's Travel Office or recovered retrospectively.

This is a great professional development opportunity for someone to get involved with a unique and well-established library-based service. You'll gain a broader knowledge of the needs of entrepreneurs, small businesses and the not-for-profit sector, being able to help them directly via BIPC as well as linking them into other support provided by partners. You would have freedom to develop the role to 'champion' this element of the BIPC offer.

UKSPF funding for this post ends 31st March 2026. Succession funding from March 26 has yet to be announced by central government – further details on this are expected later in the year. Should further funding be secured from April 26, you would have the opportunity to apply for this post on a longer-term basis.

If you'd like to have an informal chat about BIPC and this opportunity, contact: john.musham@newcastle.gov.uk or sarah.turnbull@newcastle.gov.uk