



2025 ALPMA Australasian IP, Trademark and Patent Firm Salary Survey **BENCHMARK POSITION DESCRIPTIONS**

The following checklist contains the information you will need to gather in order to fully complete the **2025 ALPMA Australasian IP, Trademark and Patent Firm Salary Survey**.

We recommend that you gather this information and have it on hand prior to undertaking the online survey.

The online survey should take between 25-30 minutes to complete depending on the number of staff employed by your IP firm. You can review a full copy of the survey questionnaire [here](#).

SURVEY REGISTRATION

When you have compiled your information, you can register your contact details at the link below and get started!

When you first enter the survey you will receive a unique code, which you can have emailed to yourself, which will enable you to re-enter your survey if you are unable to enter the salary data for your firm in one sitting. You can use this code to access the survey as many times as you need before the closing date of **17 March 2025**. It retains the data that you have already entered so you do not have to re-enter any information.

[Survey Link to Register Participation](#)

SURVEY RESULTS

The final report will be available in May 2025.

While participation is free, unlike our long running Legal Industry HR Issues & Salary Surveys, there is an access fee in order to obtain the published report containing the IP specific suite of customised salary data. If you have any questions about participating in this survey or purchasing the report, please contact us.

FURTHER INFORMATION

If you need further information regarding this survey, please call:

The Research Team

ALPMA

T: 03 8644 7058

E: research@alpma.com.au

INFORMATION NEEDED

Instructions for entering Salary Data

1. Salary data for Intellectual Property, trademark and patent roles only needs to be entered once and should cover all of Australia or New Zealand—that is, this information does not need to be broken down by state or territory.
2. Please select the **CLOSEST** match to the role. You may wish to review all of the position types prior to entering data by referring to the **Position Descriptions** at the end of this document.
3. If you have no staff in a particular position type, leave the salary boxes **EMPTY**.
4. If you have only one employee in a particular position, then place their salary in the **LOWEST** and **AVERAGE** salary boxes.
5. Salary rates should **INCLUDE** the superannuation guarantee levy (if this is paid).
6. Additional employment benefits and bonuses should be **EXCLUDED** from the Full Time Equivalent (FTE) salary calculation.
7. Salary sacrifice, part-time or casual staff salaries should be calculated out to the FTE rate for your firm, or 38 hours per week to obtain their FTE rate. For casual staff, please remove any casual loading applied to get the FTE rate.
8. If GST is applicable to salaries, this should **NOT** be included.
9. ***Salaries should be entered in Australian dollars or converted to AUD rates***. Each salary should be entered as a **WHOLE NUMBER** with no commas, currency symbols or decimal places. For example, \$68,750.40 should be entered as 68750.
10. Average salary for each position is calculated by totalling all salaries in the position type and then dividing by the number of staff. For example:
 - Position X has 4 people with salaries:
 - \$73,000 + \$60,500 + \$69,000 + \$72,500 = total of \$275,000
 - Total \$275,000 divided by 4 people = \$68,750 average
 - Enter 68750 in the **AVERAGE** box

Salary Data Calculations Spreadsheet

A SPREADSHEET is available to help capture salary data and calculate the averages for you. You can download the spreadsheet [here](#).

BENCHMARK POSITION DESCRIPTIONS

You will need to collect salary data (highest, lowest and average salaries) for each of the following positions in your firm. You will also need the total number of staff for each position type.

As titles and responsibilities can vary between firms, please select the closest match to your position after carefully reviewing the definition.

By doing this we will ensure, as best we can, that we are comparing salaries for similar tasks performed within firms. The position descriptions will also be supplied in the final report when it is released, however you may like to make a note of any differences for your records.

IP FIRM ROLES

Patent Attorney - Trainee

A Trainee Patent Attorney (commonly known as a Technical Assistant) works directly with Principals and qualified attorneys, receiving training in patent attorney practice.

Patent Attorney

A qualified and registered Patent Attorney within Australia and working within a patent role within a law or IP firm. Salaries to be entered by years of experience:

- Newly Qualified 0-3 years
- Mid Level 3-5 years
- Senior 5+ years
- Special Counsel

PTMA Salaried Partner/ Salaried Principal

This position is the most senior in the firm but considered the entry level for Salaried Partner/Salaried Principal roles. This position specialises in patents or trade marks.

Firms that exclude themselves from providing data for this role type will not receive this data in the final report.

PTMA Equity Partner/ Vendor Principal (0 - 3 yrs)

In addition to the PTMA Salaried Partner/Principal role, also plays a key role in the development, implementation and successful execution of the firm's business strategy.

PTMA Equity Partners / Vendor Principals with more than 3 years' experience should not be included.

Firms that exclude themselves from providing data for this role type will not receive this data in the final report.

Trade Marks Attorney - Trainee

A Trade Marks Attorney Trainee works directly with qualified attorneys, receiving training and keeping their skills up to date through exposure to marketing and branding issues.

Trade Marks Attorney

A qualified and registered Trade Marks Attorney within Australia and working within a patent role within a law or IP firm. Salaries to be entered by years of experience:

- Newly Qualified 0-3 years
- Mid Level 3-5 years
- Senior 5+ years
- Special Counsel

IP SUPPORT ROLES

Patent and Trade Marks (PTM) Entry/Junior Administrator

Performs filings and specialised administrative tasks in the life cycle of a patent or trade mark, and supports patent attorneys or trade mark attorneys. Salaries to be entered by years of experience:

Entry / Junior Administrator 0 – 2 years

Administrator 2 – 4 years

Senior Administrator 4 years +

Patent and Trade Marks (PTM) Administrative Team Leader

Also referred to as a Coordinator. Supervises and coordinates the work of the rest of the team. Leads a team of people. Oversees all filings and administrative tasks in the life cycle of a patent or trade mark including ensuring month-end billing completed, providing client quotes and respond to client queries (filings, examinations, amendments etc).

Patent and Trade Marks (PTM) Administrative Manager

Leads the IP Services Team. Oversees all Filing and Examination Clerks/ Docketing. Supporting the Team Leaders, overseeing all processes and procedures. Ensuring the billing guidelines and flagfalls are accurate for the teams. Maintain client instruction guides for the team's processes.

IP Assistants or Secretaries

This person performs all secretarial duties for an IP attorney or a small group of IP attorneys. Requires knowledge of policies, procedures, precedents and specialised terminology and maintains a working knowledge of the IP attorney's area of practice. Salaries to be entered by years of experience:

Career Level 1 0 – 2 years

Career Level 2 2 – 4 years

Career Level 3 4 – 6 years

Career Level 4 5 – 7 years

IP Assistants or Secretaries - Coordinator

Team Leader or Coordinator of IP Assistants or Secretaries. Typically 5+ years experience.

Searcher - Trade Marks

A Trade Mark Searcher is responsible for searching multiple Australian and foreign databases to provide accurate trade mark search results, undertakes trade mark watches and may manage all business and company name searches. A Trade Mark Searcher may also be required to attend to due diligence matters, the filing and renewal of business and company names, and prepare client reports and correspondence.

Salaries to be entered by years of experience:

1-5 years

5-7 years (Senior)

Searcher - Patent

A Patent Searcher is responsible for searching multiple Australian and foreign databases to provide accurate patent and non-patent literature search results and conducts watches. A Senior Patent Searcher requires experience in developing complex search strategies and searching patent and/or technology databases as well as patent data analysis. Salaries to be entered by years of experience:

1-5 years

5-7 years (Senior)