



Australian Government

IP Australia



Welcome to IP Australia.

We are committed to delivering world leading IP services that are modern, effective and efficient, ensuring all Australians benefit from great ideas. Through innovative solutions we pursue productivity and quality improvements that underpin our customer focused agency.

We are proud of our flexible, diverse and inclusive culture.

Our commitment to flexible work is leading to increased collaboration and productivity among our staff in activity based working environments. We continue to implement best practice workforce planning to ensure we attract the best and brightest minds, providing challenging opportunities to develop leadership and management skills.

Our people remain our greatest asset. We provide an environment that allows success in achieving personal and professional goals.

We invest in talent and capability development to build our workforce of the future. By encouraging diversity of thought and a culture of curiosity we inspire leadership and accountability at all levels.

We want to ensure we attract the best talent, develop and challenge them, developing our people and reinforcing IP Australia's position as leaders of IP rights administration in the region.

I hope you will consider IP Australia as an employer.

Michael Schwager
Director-General
IP Australia



Position Profile

Position Title:	Patent Examiner
Classification:	Patent Examiner
Commencement Salary:	\$79,677
Position Number:	Several
Tenure:	Ongoing
Duration:	Permanent
Section:	Various
Group:	Patents Examination Group (PEG)
Division:	Customer Services Division
Location:	Canberra Preferred, Melbourne considered
Immediate Supervisor:	EL1 – Senior Examiner of Patents
Security Classification:	ENTRY ONLY

About IP Australia

IP Australia is an Australian Government agency responsible for administering Australia's intellectual property (IP) rights system, specifically patents, trademarks, designs, and plant breeder's rights. IP Australia also undertakes programs to educate and promote an awareness of IP, provides IP policy input to Government, develops legislation to support the IP system and contributes to bilateral and multilateral negotiations to improve IP protection internationally.

Australia's IP rights system supports innovation, investment, and international competitiveness. IP investment in Australia is valued at about 40 billion dollars. We are an Australian Government agency with a passion for bright ideas, offering a great work-life balance, flexible working arrangements and rewarding career paths in the intellectual property (IP) industry.

Group Responsibilities

Patent Examiners review patent applications to determine whether a patent can be granted for the invention. This is done by searching patent and technical databases to ensure the invention is new and complies with the requirements set out in the Patent legislation.

As an Examiner, you will correspond with patent attorneys or with applicants/inventors working to resolve issues within their applications. You will have, in addition to technology specific skills, exceptional time management skills, as well as clear, concise, and logical written and oral communication skills, and a high capability to make decisions based on evidence.

Several positions are being offered within various sections and disciplines. For more detailed information on each discipline please refer to **Table A**.

Position Description / Context

Starting as a trainee examiner, you will be supported by a workplace coach through a competency-based training program to build your competence/expertise. This includes both classroom-style training and on-the-job learning. After successful completion of the training program, you will work collaboratively in an examination team where you will search and examine patent applications and produce search and examination reports.

Patent Examiners are responsible for applying their technical knowledge in assessing Australian and International patent applications to determine whether those applications meet legislative requirements. Through the examination process, Patent Examiners are among the first to see new developments across a wide range of emergent technologies. Working in a team of up to 30 people, you will be able to identify work group priorities and achieve team goals.

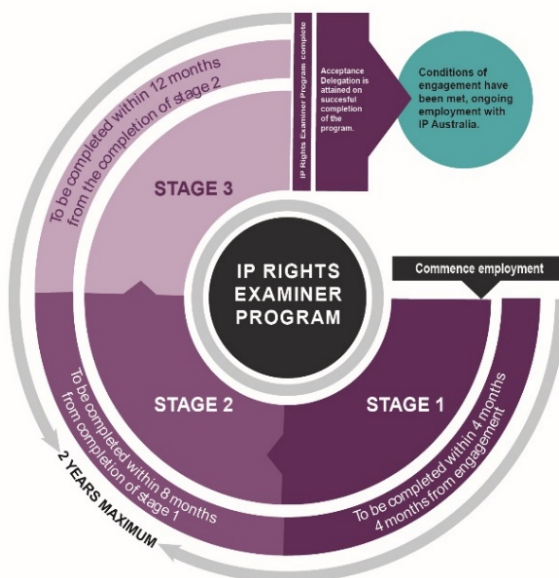
Trainee Examiner Pathway

It is a condition of employment that trainee patent examiners successfully attain Acceptance Delegation (AD) within two years from the day on which employment commences with IP Australia.

Attainment of AD is an essential qualification which enables independent examination and acceptance of patent applications. To attain AD, examiners must successfully complete the competency based IP Rights Examiner Program. The program consists of a sequence of 3 separate stages. Each stage must be completed successfully within a set timeframe before progression to the following stage.

Trainee Patent Examiners are eligible for salary progression upon successful completion of each training stage.

A Patent Examiner level is equivalent to an Australian Public Service Level 6.



Job Specific Duties

Specific duties of a patent examiner include, but are not limited to:

- Working collaboratively as a member of an examination team
- Communicating with applicants or their representative attorneys on the outcome of examination and considering their responses
- Demonstrating attitudes and behaviours responsive to workplace change
- Using online resources to identify and retrieve technical information related to inventions
- Analysing documents and determining if the legislative requirements are met, including whether the invention is new and inventive
- Determining whether a patent should be granted for an invention
- Performing other research, examination or administrative tasks to meet team and organisational goals
- Improving organisational performance through effective engagement with and management of risk within their relevant area
- Establishing clear expectations and creating an environment to achieve stated goals and objectives, taking ownership and honouring commitments
- Maintaining an understanding of their responsibilities under the *Work Health & Safety Act 2011* (WHS Act) and a commitment to promoting a healthy and safe workplace
- Contributing to the Patents & PBR group and IP Australia to achieve our strategic goals

Job Specific Capabilities

Successful candidates should possess the following:

- Highly developed organisational skills including the ability to prioritise tasks and collaborate with others to achieve deadlines
- Well-developed communication skills, both verbal and written
- Excellent interpersonal skills at all levels
- A high level of personal resilience and a proactive approach to learning
- Sound judgment and analytical skills
- Professional manner - in person, over the phone and via email
- Ability to build and maintain positive working relationships and work effectively in a collaborative and diverse environment

Please also see the IP Australia's Capability Framework relevant to this position included in this document.

Eligibility Requirements

You will need to hold a recognised degree which is relevant to at least one of the technologies listed in Table A. We encourage Aboriginal and Torres Strait Islander Australians with relevant skills and experience to apply for this role.

These roles are open to Australian Citizens only. All IP Australia positions are subject to an ENTRY ONLY pre-employment check. Other pre-employment checks may also apply.

NOTE: IP Australia's head office is in Canberra and there is a satellite office in Melbourne. Positions are available in Canberra. However, new examiners may, under exceptional circumstances, can be located in the Melbourne office. Requests to commence work in the Melbourne office will be considered by the General Manager of PEG on a case-by-case basis.

What does the Selection Process Involve?

To ensure we have a good match between your needs and required skills to be successful as a Patent Examiner, the selection process may include but is not limited to the following steps:

Step 1 – Online Application

Step 2 – Online logical and reasoning assessments for applicants who progress from Step 1.

Step 3 – Interview and written assessments for applicants who progress from Step 2.

Step 4 – Reference checks for applicants who progress from Step 3.

Please note: the selection process will be run from late October through to late November. The anticipated start date for successful applicants is late **February/early March 2022**.



Working at IP Australia

IP Australia recognises the importance of employees balancing their work and personal lives by offering staff access to an ongoing series of health and wellbeing programs, flexible work-life policies and a range of professional development programs. IP Australia is a breastfeeding friendly workplace and has an onsite childcare facility with priority enrolment for IP Australia employees.

The IP Australia office in Canberra provides high quality accommodation and facilities. These include: an on-site café, conference, meeting and training rooms; limited on-site parking for cars and motor cycles available on a rotational basis; the provision of undercover bicycle racks; excellent shower/change facilities for staff choosing to walk or ride to work; and the advantage of all staff being co-located in the one building.

**Live
Work
Achieve**

IP AUSTRALIA - TOGETHER WE CAN.

- **FLEXIBILITY**
Maintain a balanced lifestyle.
- **PRIDE IN THE WORK WE DO**
Contribute to high quality outcomes every day.
- **A SENSE OF BELONGING**
Enjoy a sense of belonging and purpose, rich with diversity.
- **PROFESSIONALISM**
Use your expertise in a rewarding and fulfilling environment.
- **INTERNATIONAL REPUTATION**
Work with world leaders in intellectual property.
- **THE AUSTRALIAN PUBLIC SERVICE**
Experience all the advantages of the APS, with the size and agility of enterprise.

Working in the APS

Australian Public Service (APS) Values guide us through our working lives, setting expectations for shared behavior that keep our workplace harmonious and productive. The values are also a promise to the people of Australia that we can be trusted to act with integrity, in their service and in accordance with the Public Service Code of Conduct.



Capability Framework – relevant to APS6



Agility and innovation – create and deliver outcomes using agile and innovative approaches

- Model adaptability and flexibility in changing circumstances and diverse situations.
- Identify, capture and actively drive change activities, including supporting others to adapt to change and improve the broader team.
- Collaboratively provide input into the development of solutions for complex situations; question conventional approaches when developing alternative solutions and make recommendations.
- Strengthen the team's innovative problem solving through collaboration, consultation and inclusion.
- Demonstrate behaviours consistent with embracing change and new ideas; model and support staff to fail fast and apply learnings.



Customer centric – create and deliver quality customer centric outcomes

- Maintain relationships with key customers to enable quality service outcomes.
- Manage activities and support the team to provide quality service outcomes.
- Respond to a broad range of service requests resolving complex issues with a solutions focus to meet customer needs.
- Work collaboratively across business groups to negotiate and manage service activities, achieving the best result for customers.
- Contribute to the development and evaluation of service standards. Apply these standards to resolve or escalate issues and give technical briefings to staff members and customers.



Data literacy – create and deliver, appropriately use data

- Assist with research and analysis relevant to business needs and make recommendations to support decision-making.
- Be aware of the type of data created and used in own work area and have a basic ability to use the data systems and tools available.
- Ask questions to identify problems, and research the data to inform the audience of potential solutions.
- Adapt information in the appropriate medium, and then communicate and deliver data to the target audience.
- Manage resources in line with quality measures and align with performance expectations.



Engages with risk – create and deliver positive risk behaviour

- Collaborate with colleagues and stakeholders to improve the way that risk is managed.
- Provide active oversight of risks, explore alternatives and show personal courage.
- Model a workplace where individuals and the team can take risks, accept failure, communicate openly and apply learnings.
- Identify risk information critical to making an informed decision.
- Manage tolerable risk and escalate as required.



People, network and self-leadership – create and deliver authentic leadership behaviour

- Seek out feedback on own performance; respond proactively and make appropriate changes.
- Engage with the team to model behaviours including resilience, flexibility and persistence in changing and challenging environments.
- Develop and strengthen new and existing relationships across the business; support business objectives and make recommendations.
- Take responsibility for identifying development needs of your own staff through authentic performance conversations.
- Hold yourself and others to account when behavioural expectations are not met.

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Job Specific Technical Capabilities

- Researches, maintains knowledge of, interprets and applies relevant legislation.
- Provides advice and interpretation within technical or specialist area.
- Applies comprehensive knowledge of the technical field to address complex matters and/or undertake thorough analyses.
- Uses current methods or tools to explore and resolve complex issues.
- Finds and shares new ways to analyse and present information.
- Shares specialised knowledge and experience with others and assists others to develop technical skills and locate relevant information.

**The above does not apply to IPRD Trainees. For Trainee expectations refer to IP Rights Learning and Development Manual*



Table A – Description of disciplines and contact officer details

Discipline	Technology	Contact Officer	Work Type
Biotechnology	Using cellular and molecular biology to make, modify or identify products or processes, often involving recombinant nucleic acid technology and the analysis and use of genetic information.	Felix White 02 6283 2565	Desk job, Screen based
Peptide Chemistry & Chemical Compounds	Peptides, nucleic acids and organic compounds, along with their uses and methods of manufacture. Current preference is for candidates with a strong biochemistry background.	Gavin Bartell 02 6222 3647	Desk job, Screen based
Immunology and Bio-therapeutics	Antibody-based drugs and immuno-therapies and their uses in treating and preventing human and animal diseases.	Christina van Broekhoven 02 6283 3196	Desk job, Screen based
Polymers & Applied Chemistry	Polymer chemistry and polymer-based materials, such as coatings and adhesives, together with a good overall understanding of general applied chemistry, including equipment and processes for chemical production.	Tien Ngo 02 6283 2243	Desk job, Screen based
Pharmaceuticals	Pharmaceutical and personal care compositions, and their use as prophylactics and therapeutics in humans and animals.	Christina van Broekhoven 02 6283 3196	Desk job, Screen based
Medical Devices, Medical Diagnostic Engineers & Scientists	Medical imaging, diagnostics, neurostimulation, bio-signal recording and processing, medical implants and prosthetics, biomechanical devices, and CPAP masks	Vijay Singh 02 6283 2665	Desk job, Screen based
Electrical, Telecommunications, IT & Computer Engineers and Physicists	<p>Telecommunications, Electrical Engineering: high efficiency video coding, wireless telecommunications, encryption, antennas.</p> <p>Computer Science Engineering; and Information Technology: machine learning, virtual/augmented reality, cyber security, image processing, cloud computing, and blockchain.</p> <p>Physics: quantum physics, nucleonics, nano/micro manufacturing, semiconductors, measurements, and sensors.</p> <p>Data Processing & Measurements: Data processing systems (specially adapted for administrative, commercial, financial, forecasting purposes), transmission of digital information, measuring electric and magnetic variables and geophysics, secret communication, education appliances, health informatics, traffic control systems and earth/rock drilling.</p>	Shruthi Sreevatsa 02 62832538	Desk job, Screen based