



Australian Government

IP Australia



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

Our Future Way of Working program, which will see increased collaboration and productivity among our staff in activity based working environments. We will continue to implement best practice workforce planning to ensure we attract the best and brightest minds, provide challenging opportunities to develop leadership and management skills.

Our people remain our greatest asset.

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

IP Australia strongly believes in having the right people, place and technology platforms to support a world leading IP system and enable flexible working.

We continue to implement best practice workforce planning to ensure we attract the best and brightest minds, provide challenging opportunities to develop leadership and management skills, and reinforce our position as leaders of IP rights administration in the region.

Michael Schwager
Director-General
IP Australia



Position Profile

Position Title:	HR Advisor (HR Strategy & Workforce Planning)
Classification:	APS6
Position Number:	8095
Tenure:	Ongoing and Non-Ongoing
Duration:	6- 12 months for non-ongoing with possibility of extension
Section:	Workforce Planning, Insight and Reporting
Group:	Finance and People Services
Division:	Policy and Corporate
Location:	ACT
Immediate Supervisor:	Executive Level 1
Security Classification:	ENTRY ONLY

Group Responsibilities

The role of the Finance and People Services Group (FPSG) supports IP Australia across a broad range of corporate business services including:

- Financial management and reporting,
- Financial operations processing,
- Financial systems management,
- Provision of security, property and records management, and procurement and contract management, and
- Human resources management.

Section Responsibilities

The Human Resources team provides specialist strategic and operational HR expertise to support IP Australia's employees in driving an innovative and high performing culture. Working to the Chief HR Officer (CHRO), the HR team provides the full range of human resource services aimed at achieving and supporting a professional, highly skilled and committed workforce that is able to improve IP Australia's business performance and meet the organisation's current and future business needs.

The Workforce Planning team has vacancies available at the APS6 level to contribute to HR strategy projects, workforce planning activities, and organisational design services.

Position Description / Context of the Role

The APS6 HR Advisor (HR Strategy & Workforce Planning) will contribute to a number of strategic HR projects to support the Workforce Planning, Insight and Reporting team meet its objectives.

The role will support the following key projects:

- Delivery of IP Australia's People Strategy and Strategic Workforce Plan
- Delivery of workforce planning processes and organisational design activities
- Various HR strategy projects and initiatives, such succession planning to support IP Australia's talent management of critical roles

Position Specific Duties

The successful candidate will be an excellent communicator who has a demonstrated ability to build productive working relationships, strong strategic thinking and analytical skills, and a good eye for detail. For this role you will need experience in strategic HR and delivering results in a fast-paced environment. You will need to demonstrate the ability to meet deadlines, manage projects and think creatively. Experience in workforce planning is not required, only a thirst for learning, a good dose of curiosity, and an open mind to brainstorming and thinking outside the box.

- Demonstrates attitudes and behaviours responsive to workplace change (including participates in and encourages others to participate in change and contribute to successful outcomes)
- Improves organisational performance through effective engagement with and management of risk within relevant sphere of influence
- Establishes clear expectations and creates an environment to achieve stated goals and objectives, takes ownership and honours commitments
- Maintains an understanding of their/worker responsibilities under the *Work Health & Safety Act 2011* (WHS Act) and a commitment to promoting a healthy and safe workplace.

Position Specific Capabilities

Key capabilities:

- Experience in strategic HR and delivery of HR projects
- Ability to challenge conventional HR approaches and contribute to creative HR solutions
- Ability to work well in a team-based environment that work together to problem solve
- Ability to work across multiple projects with a strong eye for detail and excellent written skills
- Ability to work flexibly and display adaptability
- Self-awareness, resilience and responsibility for development and continuous learning.
- Ability to work in accordance with the APS Values, Code of Conduct and the IP Australia Capability Framework at the APS6 level (see attached)

Please note: Applicants are encouraged to refer to the attached Capability Framework documentation which outlines agency wide behavioural descriptors for the five core capabilities at this classification.

Contact Officer

For further information pertaining to this job please contact Katrina Ribbons, Director Workforce Planning, Insight and Reporting on 02 6285 0753

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.



Working in the APS

Australian Public Service (APS) Values guide us through our working lives, setting expectations for shared behaviour 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*