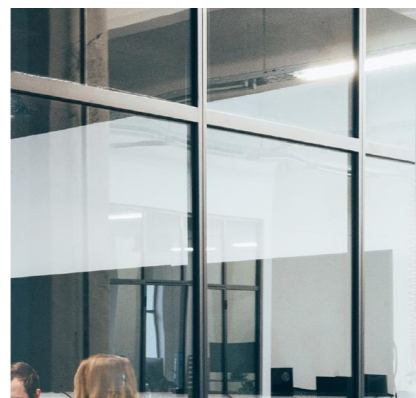
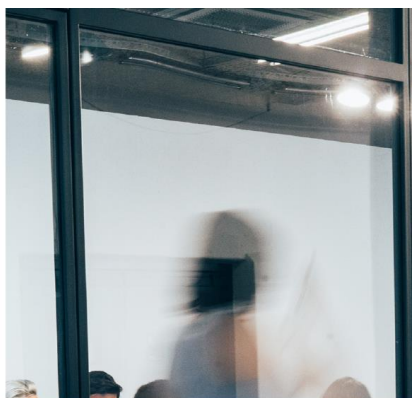




**Australian Government**

**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

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|                                 |  |
|---------------------------------|--|
| <b>Position Title:</b>          | Senior Examiner of Patents                         |
| <b>Classification:</b>          | Executive Level1                                   |
| <b>Position Number:</b>         | Various  |
| <b>Tenure:</b>                  | Ongoing and Non-Ongoing                            |
| <b>Duration:</b>                | Ongoing, Non-ongoing positions for up to 12 months |
| <b>Section:</b>                 | Chemical   |
| <b>Group:</b>                   | Patents Examination                                |
| <b>Division:</b>                | IP Rights  |
| <b>Location:</b>                | Flexible   |
| <b>Immediate Supervisor:</b>    | Executive Level 2                                  |
| <b>Security Classification:</b> | ENTRY ONLY   |

### Group Responsibilities

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The Customer Services Division (CSD) delivers quality examination and registration services for the four registrable intellectual property rights, (Patents, Trade Marks, Designs and Plant Breeder's rights). The core role of the Patents Examination Group (PEG) in the CSD division is to provide high quality, timely and customer-centric examination services. PEG's key priorities are our people, core business and working together. PEG is supported through close cooperation with the Patents Oppositions, Business Improvement and Plant Breeder's Rights Group (POBIPG).

### Section Responsibilities

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The Senior Examiner of Patents position is a key leadership role in a patent examination section. A patent examination section is responsible for examination of patent applications and delivery of high-quality services to our customers in line with IP Australia's Customer Service Charter and Quality Management System guidelines.

### Position Description / Context of the Role

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A Senior Examiner of Patents actively contributes to the management and leadership of an examination section under limited direction from the Supervising Examiner of Patents (EL2). The typical examination section has around 30 staff including a Supervising Examiner, 4-5 Senior Examiners and approximately 25 Examiners.

Each Senior Examiner will lead and directly manage a small team of staff, including trainees who may require supervision through the relevant Competency Based Training program. Coaching and training new staff to achieve Acceptance Delegation is one of the main responsibilities of the role. Senior Examiners support senior management to foster inclusive and high performing teams and energise initiatives and projects, to deliver on IP Australia's strategic and operational priorities.

Please note: this process is to fill vacancies across all five Chemical examination sections. A merit pool will be established and may be used to fill future ongoing and non-ongoing vacancies within Chemical sections in PEG.

### Position Specific Duties

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Senior Examiner of Patents will contribute to the leadership and management of an examination section under limited direction, to deliver on strategic and operational priorities at all levels. Duties include:

- Working collaboratively with the section management team to effectively lead and manage the operation and direction of the section and deliver the section's commitments
- Managing and leading a high performing team of patent examiners, including fostering an inclusive environment, mentoring and developing staff, assessing staff performance, providing feedback, and encouraging staff to reach personal, section and corporate goals
- Establishing clear expectations and creating a productive environment to achieve stated goals and objectives, taking ownership and honouring commitments
- Providing on-the-job patent examination training and coaching to trainee examiners and contributing to their competency-based assessment process
- Reviewing and supervising examination work as part of the quality review process

- Participating in group and corporate projects as required, and representing the section in various fora
- Exercising appropriate powers, authority, delegations and discretion under the Patents Act 1990
- 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

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The successful candidate will possess the following:

- Ability to foster an inclusive, customer-centric, and high performing team culture
- Demonstrated ability to create an engaged team through goal setting, the provision of regular feedback and staff development
- Ability to proactively communicate effectively both verbally and in writing
- Ability to deliver results through effective leadership and management of a diverse team in a hybrid environment
- Ability to communicate complex legal and procedural concepts in the field of patent examination
- Ability to provide effective coaching/training and contributing to competency-based assessment process for trainees
- Demonstrated resilience and judgement when dealing with risk, uncertainty and change
- Ability to think strategically to build organisational capability and deliver on our priorities

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

## Eligibility Qualifications / Knowledge Required

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The successful candidate will:

- be an Acceptance Delegate of the Commissioner of Patents, or be able to demonstrate this can be achieved within 6 months of commencing in position
- have a demonstrated ability to examine and supervise technologies in one or more of the chemical sections, including biotechnology, chemical compounds, bio-therapeutics, applied chemistry or pharmaceuticals

## Application Requirements

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To apply for this position, candidates are asked to:

Frame their responses around the position specific duties and position specific capabilities of the role (as set out in this position profile), and provide:

- An explanation of how their skills, knowledge and experience will be relevant to this role (limited response between 300 and 500 words)
- Details of no more than two (2) professional achievements, within the last 5 years, that demonstrate their suitability for this role (limited response between 300 and 500 words)
- Provide a current CV detailing recent employment history which is relevant to the advertised position
- Provide the name and contact details of two referees

Applications must be submitted through the IP Australia Web Recruitment system (IP Acquire)

Please note: you MUST be an Australian Citizen to be engaged in the APS and to meet IP Australia's security clearance requirements.

## Contact Officer

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For further information pertaining to this job please contact Kathy Wong on 02 6283 2737

## Working at IP Australia

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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.



- **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

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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 Executive Level 1



### Agility and innovation – lead and empower a culture of agility and innovation

- Independently or collaboratively develop new insights, solutions and recommendations for complex situations.
- Regularly scan the horizon and undertake research and analysis where appropriate to anticipate and address issues, identify opportunities, innovative methods, trends, capabilities and products.
- Select the most effective solution for the benefit of the organisation and effectively communicate the benefits and risks to the decision-maker.
- Lead the team to adapt and participate in change activities to contribute to business group outcomes.
- Be accountable for behaviours consistent with embracing change and new ideas.



### Customer centric – lead and empower a culture of quality customer service

- Actively engage internally and externally where relevant to improve outcomes for customers.
- Actively engage with customers to ensure equitable access to services.
- Monitor customer service and service delivery functions, including anticipating and identifying customer service needs, collecting evidence to inform decisions, and implementing solutions that deliver quality customer centric outcomes.
- Promote, lead and embed customer centric behaviours within a team environment.



### Data literacy – lead and empower appropriate use and creation of data

- Effectively and appropriately obtain and use data to lead the team to meet business group outcomes.
- Demonstrate a clear understanding of IP Australia's frameworks that guide data use and the broader context in which data is managed in the APS.
- Demonstrate the ability to plan, identify opportunities and understand how data can be improved to align with the strategic direction.
- Identify key stakeholders and understand how the data will be used to inform decision-making.
- Ensure that systems are in place to protect the privileged use and integrity of the data.





### Engages with risk – lead and empower positive risk behaviour

- Lead an environment where staff are empowered to have open communication about risk that leads to IP Australia's target risk culture.
- Have a sound understanding of IP Australia's risk management framework to ensure that risks are defined, documented, communicated and managed.
- Understand and manage risks within span of influence, including those managed by staff.
- Provide and encourage an environment where risk-taking is supported within clear boundaries.



### People, network and self-leadership – lead and empower authentic leadership behaviour

- Lead and develop the team through mentoring and guidance; recognise and reward achievements and behaviour.
- Lead the team by building trust, encouraging conversations about change and challenging environments, and model behaviours including resilience, flexibility and persistence.
- Develop and strengthen new and existing relationships across the APS and IP Australia; represent IP Australia in various fora where appropriate.
- Cultivate and promote strong relationships to support business objectives and decision-making.
- Actively seek out feedback on own performance; respond proactively and make appropriate changes.

## +1

### Job Specific Technical Capabilities

- Maintains a high level of knowledge of relevant sources, standards, frameworks, policies, guidelines, legislation and best practice models.
- Provides technical guidance on complex problems to colleagues, particularly where there is no clear or definitive course of action.
- Applies expertise and leadership to the development and promotion of new standards, tools or products.
- Develops others by sharing specific technical expertise with the broader agency.
- Recognises complex technical risks and escalates appropriately.