



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



Job Documentation

Position Title:	Financial Analyst
Classification:	APS Level 6
Position Number:	7171 and 8067
Tenure:	Ongoing
Duration:	Permanent
Section:	Revenue and Cost Analysis
Group:	Finance and People Services
Division:	Policy and Corporate
Location:	Flexible Location
Immediate Supervisor:	Executive Level 1
Security Classification:	BASELINE

Group Responsibilities

The role of the Finance and People Services Group (FPSG) is to support IP Australia across a broad range of corporate services inclusive of but not limited to; financial and organisational performance management, quality and environmental management systems and provide security, property, and records management.

Section Responsibilities

The Revenue and Cost Analysis (RCA) Section is a multidisciplinary team supporting IP Australia's senior executives by providing reporting, analysis, and advice to enable proactive and informed decisions about the performance and financial positions of their Business Groups. The section uses Activity Based Costing (ABC) to understand and influence the value chain of activities that work to deliver IP Australia's cost recovered products. This type of analysis allows managers to critically analyse each of those activities, and through increased transparency, create efficiencies and focus on those activities which are critical to delivering value for our customers. The section is also responsible for forecasting IP Australia's expected revenue through fee setting and the modelling of charging activities, this incorporates forecasting the demand for IP Rights goods and services. In addition to operational requirements, aspects of corporate governance are also undertaken, including contribution to Annual Report, Portfolio Budget Statements, and Corporate Reporting.

Job Description / Context of the Role

The Financial Analyst supports the Revenue and ABC Managers (Executive Level 1) in providing the Executive and senior management with streamlined and tailored strategic business advice across all aspects of financial and performance management, to assist in supporting their respective Business Group within either the Customer Services Division or Corporate and Policy Division. This role is situated in a dynamic environment providing a variety of services to management and the Executive. The role includes:

- Responsibility for all financial aspects relating to revenue forecasting, reporting, and/or Activity Based Costing. The role contributes to broader FPSG outcomes by providing expert financial advice to the Revenue Manager and/or ABC Manager and when required, the Chief Financial Officer (CFO) and Senior Managers on financial reporting, budget development, forecasting and financial planning
- Contribute and conduct analysis across financial and performance metrics to drive improved performance, accountability and to identify workforce and business challenges as they arise within the Business Group
- Identify and support improvements to processes and reporting capabilities within the RCA Section

- Maintain professional working relationships and collaborate with stakeholders across Business Groups and with colleagues in FPSG that promotes the collaborative exchange of financial and business information
- Support the delivery of timely, accurate and helpful financial, budget, and forecast advice, including reporting to Business Groups across the organisation
- Participate in organisational initiatives and projects as required

Job Specific Duties

Specific roles and responsibilities for the Financial Analyst include the following:

- Assist in managing IP Australia's activity-based costing system. This includes maintaining cost driver updates for all business groups, organisational and business process/structural changes, and ongoing BAU activity. And/or - assist with managing IP Australia's Revenue Forecast Model (RFM). This activity includes analysing and forecasting IP Rights demand, maintaining, and updating revenue forecast algorithms and relational volume drivers. Both tasks require maintaining close stakeholder relations with various business areas.
- Assist in developing and providing information for IP Australia's external reporting obligations, including Portfolio Budget Statements, Annual Reports, the Corporate Plan and Cost Recovery Implementation Statements.
- In partnership with the Revenue Manager and/or ABC Manager provide the CFO, the Deputy CFO and key Executive with timely, accurate and relevant financial, budget and forecasting management advice.
- Contribute to and conduct financial analysis to drive improved business outcomes, accountability and to identify financial risks and business opportunities as they arise within FPSG and across IP Australia.
- As led by the Revenue Manager and/or ABC Manager, contribute to the delivery and development of revenue budgets and/or allocation of expenses in line with IP Australia's activity-based modelling.
- Preparation and management of IP Australia's annual revenue budget and/or update and maintain IP Australia's activity-based cost allocation (including costing the IT strategy to the IT operating model).
- Perform international benchmarking work and specific financial analysis with other Intellectual Property offices.
- Prepare monthly reporting and analysis on revenue and/or activity-based costings as required.
- Drive improvement in the operational performance reporting capabilities of IP Australia
- Design and build complex dashboards and interactive reports that support Senior Executive with their decision-making requirements
- Create and maintain accurate and complete documentation on reports and processes.
- Support data quality and integrity across IP Australia
- Assist in the preparation, and contribute to strategic and corporate reporting needs such as IP Australia's Annual Report, as well as internal reports
- Coordinate and respond to requests for both financial and non-financial data, statistics, and reports from a range of internal and external stakeholders
- Contribute to corporate projects and programs as required
- Demonstrate attitudes and behaviours responsive to workplace change (including participating in and encouraging others to participate in change and contribute to successful outcomes)
- Improve organisational performance through effective engagement with and management of risk within relevant sphere of influence

- Establish clear expectations and create an environment to achieve stated goals and objectives, take ownership and honour commitments
- Maintain 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

Job Specific Capabilities

The successful candidate should have:

- Excellent communication, negotiation and problem-solving skills and a strong understanding or experience in report development, monitoring, and analysis.
- Strong analytical and conceptual numerical skills including demonstrated experience in undertaking sound budget monitoring and reporting to a range of stakeholders. Also, the ability to research and interpret applicable financial legislation, policies, and frameworks, including maintaining up to date knowledge of the Commonwealth Financial Framework. Data visualisation and dashboard design skills
- Demonstrated understanding or the ability to quickly gain an understanding of corporate and organisational performance and financial reporting requirements for an Executive audience
- Advanced knowledge of Excel, financial modelling, and Power BI.
- An understanding of SQL (data extraction), Python etc., (regression analysis) or similar in the field of data automation and data analysis is desirable but not mandatory
- Demonstrated skills in:
 - time and workload management, including the capacity to perform well under pressure.
 - dealing with and supporting change.
 - understanding business needs, gathering, and analysing information.
 - complex problem solving.
 - managing work projects through to completion, with a proven track record of achievement
- Knowledge of Australia's intellectual property system and its policy environment including whole of government (WoG) financial obligations, or the ability to quickly acquire that knowledge.

Eligibility Qualifications / Knowledge Required

Qualification as a Chartered Accountant (CA) or a Certified Practising Accountant (CPA) or working towards completion is highly regarded.

Extensive knowledge of cost accounting, activity-based costing and forecast modelling, along with an understanding of program coding for regression analysis and experience working with activity-based costing solutions is highly regarded.

A Financial Analyst is expected to have experience delivering professional, customer-focused services in finance and business management or a related discipline.

You must Australian Citizen to meet IP Australia's security clearance requirements. The successful candidate must have the ability to obtain and maintain a BASELINE clearance.

Application Requirements

To apply for this position, candidates are asked to:

- Frame their responses around the job specific duties and job specific capabilities of the role (as set out in this job documentation), and provide
 1. a one-page pitch detailing why you are suitable for the position. The pitch should also address the position requirements. Please limit your response to no more than 700 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

A merit pool may be created to fill similar vacancies within IP Australia for applicants rated suitable but not initially offered employment.

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

Contact Officer

For further information pertaining to this job please contact Tim Debenham on 02 6283 2285

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 IP industry. IP Australia encourages and supports ongoing professional development opportunities to promote capability growth and career advancement. All opportunities available will be considered in line with the responsibilities and requirements of this role.

IP Australia embraces and fosters a culture that supports diversity, inclusion, and respect. Our goal is to attract and retain the right people for the right jobs, no matter their gender, ethnicity, age, religious beliefs, or personal commitments. We empower our people to fulfil their potential and welcome people with diverse experiences, perspectives, and backgrounds. This means that we embed diversity and inclusion in everything we do—everyday.

The graphic is divided into two main sections. The left section features the slogan 'Live Work Achieve' in large, bold, black font, with a small orange dot above the 'i' in 'Live' and another above the 'i' in 'Achieve'. Below the slogan is the tagline 'IP AUSTRALIA - TOGETHER WE CAN.' in a smaller, bold, black font. The right section lists six key benefits, each preceded by a small orange dot. The benefits are: 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.), and THE AUSTRALIAN PUBLIC SERVICE (Experience all the advantages of the APS, with the size and agility of enterprise.).

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.



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*