Australian Government

IP Australia

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IP AUSTRALIA - TOGETHER WE CAN.

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:	Various Roles - Policy and Stakeholders Group (APS6) Temporary Employment Register
Classification:	APS6
Position Number:	Various
Tenure:	Non-Ongoing
Duration:	18 months with the possibility of extension
Section:	Several
Group:	Policy and Stakeholders
Division:	Policy and Corporate
Location:	ACT/VIC
Immediate Supervisor:	Executive Level 1
Security Classification:	ENTRY/BASELINE

Group Responsibilities

The Policy and Stakeholders Group (PSG) is IP Australia's lead on government engagement with intellectual property (IP) matters. PSG covers a broad range of areas, including domestic and international policy, trade agreements, stakeholder engagement, economic research and management of the organisation's data.

Section Responsibilities

PSG consists of seven sections that work closely together across the Canberra and Melbourne offices. Teams include:

Domestic Policy and Legislation: actively contributes to the shaping of the domestic IP system. The team provides strategic policy advice on current and emerging IP issues, and develops, manages and implements IP Australia's legislative program. Qualifications and/or experience in legislative drafting, parliamentary processes & policy development is highly desirable.

Trade & Policy Projects: works to promote and protect the interests of Australian business and the Australian community, both internationally and within Australia. The main function of this team is collaborating with other government agencies to negotiate IP chapters in free trade agreements and coordinating evidence-based reviews on selected IP topics, e.g. Indigenous Knowledge.

International Policy & Cooperation: leads the agency on the legal and policy development of the international IP system including international treaties; cooperation and collaboration with IP organisations around the world including capability building in the region; and coordination of IP Australia's international engagements.

Stakeholder Engagement: manages IP Australia's strategic approach to stakeholder engagement across government, industry, business and research to ensure they support our corporate objectives. We coordinate stakeholder engagement across all areas of the agency, and provide management advice and secretariat and ministerial support. Applicants with strong communication, project management, and coordination skills are valued.

Office of the Chief Economist: supports evidence-based policy through the provision of high quality and timely research and analytical services. The section also raises awareness of IP economics and contributes to public debate. Qualifications and/or experience in economics is highly desirable to undertake work in this section.

Patents Analytics Hub: provides analysis and reports on patent data for universities, publicly-funded research organisations and government agencies. This analysis provides information on global innovation trends.

Centre of Data Excellence: enables a whole-of-agency approach to getting better value from our data and creating actionable information to achieve our strategic goals. We are responsible for key elements of IP Australia's data strategy such as governance, change management, communication, and data engineering to enable integrated and automated analytics and reporting. CODE provides technical support for both a data warehouse and a cloud analytics environment for data science, analytics and regular reporting to answer questions and gain insights. We are particularly interested in people with qualifications and/or experience in technical data management, computer science, data analysis and visualisation.

Position Description / Context of the Role

The Various Roles – Policy and Stakeholders Group (APS6) Temporary Employment Register will be used to fill various short-term employment opportunities (18 months with the possibility of extension) for temporary and casual vacancies in PSG within the next 12 months.

Position Specific Duties

The roles will vary depending on section responsibilities and opportunities as they arise, however APS 6 duties within PSG often include:

- Researching, coordinating and providing advice and analysis on major and emerging IP issues;
- Preparing briefing, correspondence and policy advice for IP Australia's Executive and Ministers;
- Assisting with IP Australia's engagement in the negotiation of international and trade agreements;
- Representing IP Australia at external meetings with other government departments and agencies;
- Participating in consultations with internal and external stakeholders;
- Analysing data to answer business questions, developing dashboards and/or transforming and combining data;
- Demonstrating attitudes and behaviours responsive to workplace change (including participates in and encourages others to participate in change and contribute to successful outcomes);
- Improving organisational performance through effective engagement with and management of risk within relevant sphere of influence;
- Establishing clear expectations and creates an environment to achieve stated goals and objectives, takes ownership and honours commitments;
- Conducting and deliver sophisticated economic/statistical analysis;
- Providing considered economic advice on complex policy issues and communicate analytical findings to technical and non-technical audiences;
- Data analysis, including independently building, querying, testing and validating datasets and providing data extracts and analysis to inform decision makers;
- Documenting data processes, data dictionaries, data applications; and
- Maintaining 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

The successful candidates will possess the following:

- Self-motivation, with a track record of taking responsibility and delivering results.
- High level of written and oral communication skills.
- Well-developed research, analysis and problem-solving skills.
- Ability to work effectively in a team and manage relationships and workloads.
- Able to meet/develop the capabilities defined in the IP Australia Capability Framework relevant to APS6 level (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.

Eligibility Requirements / Knowledge Required

A security clearance (Baseline vetting) or ability to quickly obtain this clearance may be required for some roles.

Knowledge of the Australian IP system would be an advantage for some roles but is not essential. Applications are encouraged from Aboriginal and Torres Strait Islanders with relevant qualifications and experience.

Contact Officer

For further information pertaining to this job please contact Paul Gardner on (02) 6283 2145

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.

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 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.

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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.

+1 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