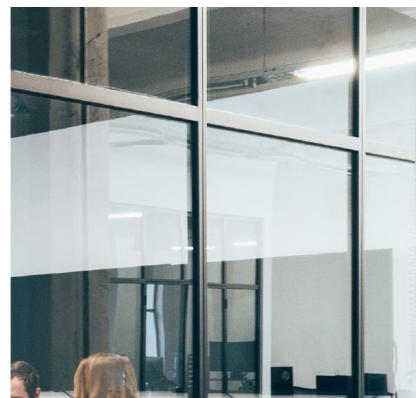
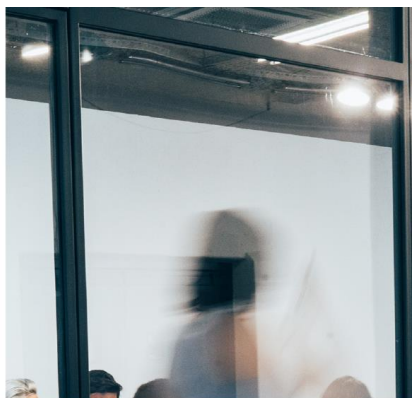




**Australian Government**

**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

---

<b>Position Title:</b>	Procurement and Contracts Officer
<b>Classification:</b>	APS6
<b>Position Number:</b>	8326
<b>Tenure:</b>	Ongoing
<b>Duration:</b>	Permanent
<b>Section:</b>	Procurement and Contract Management
<b>Group:</b>	Finance and People Services
<b>Division:</b>	Policy and Corporate
<b>Location:</b>	ACT
<b>Immediate Supervisor:</b>	Executive Level 1
<b>Security Classification:</b>	BASELINE

### Group Responsibilities

---

The Finance and People Services Group supports IP Australia across a broad range of corporate services including:

- Budgets and financial management,
- Revenue and costings analysis,
- Financial policies and operations,
- Financial systems management,
- Environmental management systems,
- Security, property, and records management,
- Procurement and contract management advice and support,
- Workforce planning, insights and reporting,
- Employee engagement and inclusion,
- People and organisational development, and
- Employee relations, wellbeing, injury and case management.

### Section Responsibilities

---

The Procurement and Contract Management Team is responsible for procurement policy and procedure establishment, implementation and advice, tender preparation, contract development, shared service arrangements and relevant statutory reporting in IP Australia. The Team also monitors and reports on the management and performance of contracts.

### Position Description / Context of the Role

---

The Procurement and Contracts Officer is a subject matter expert and works under limited direction. This position is responsible for managing and/or providing detailed and accurate technical advice on procurement policy, procurement processes and contract management. The successful applicant should have strong communication, influencing and negotiation skills as well as a working knowledge of the Commonwealth Procurement Framework.

The APS 6 Procurement and Contracts Officer undertakes procurement activities for IP Australia and ensures compliance with all legislative and Government practices and guidelines relating to procurement. The position includes supervision of an APS 5 position and may involve assisting with the management of the team's workload.

## Position Specific Duties

---

- Provide accurate and timely support and advice to all areas within IP Australia on procurement and contract matters, in accordance with the relevant legislation and policies.
- Reviewing and/or drafting procurement related documentation including spending proposals, request for quotes, contracts and deeds of variation.
- Assisting with the development and maintenance of procurement and contracting reference materials including templates, intranet pages, guidelines and policy for use by IP Australia staff when conducting procurement activities.
- Assisting with procurement reporting obligations including Senate Order, Annual Report, Indigenous Procurement Policy, Annual Procurement Plan, Senate Estimates reporting, compliance reporting and AusTender reporting.
- Supervision of an APS 5 position and may involve assisting with the management of the team's workload.
- Assisting to drive continuous business improvements in relation to procurement and contract management.
- Maintaining all records in the SAP Finance system and Electronic Document Management System (BRIK).
- Demonstrating attitudes and behaviours responsive to workplace change (including participating in and encouraging 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 creating an environment to achieve stated goals and objectives, taking ownership and honouring commitments
- Maintain an understanding of their/worker responsibilities under the *Work Health & Safety Act 2011* (WHS Act) and commit to promoting a healthy and safe workplace.

## Position Specific Capabilities

---

The successful candidate will possess the following:

- An ability to work, contribute and participate in a busy team environment that works together to achieve organisational goals. This requires initiative, outcome orientation, professionalism and customer focus.
- Demonstrated ability to manage procurement and contract management processes within the Commonwealth, including knowledge of the Commonwealth Procurement Rules and related policy, particularly procurement using Standing Offer Notices and other established arrangements.
- Well developed skills in using procurement related systems, such as SAP, AusTender and the Commonwealth Contracting Suite online tool, or the ability to gain the skills quickly.
- Well developed:
  - written and verbal communication skills;
  - liaison and negotiation skills;
  - judgement and analytical skills;
  - attention to detail; and
  - ability to research and analyse.
- Demonstrated ability to prioritise and organise work to meet deadlines, both as an individual and as a member of a cohesive team, to meet section and organisational outcomes.

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 Qualifications / Knowledge Required

---

To be successful in the role, it is desirable to have a:

- Demonstrated ability to manage procurement and contract management processes within the Commonwealth, including knowledge of the Commonwealth Procurement Rules and related policy, particularly procurements using Standing Offer Notices and other established arrangements.
- Demonstrated ability to manage and lead a team
- Well-developed skills in using procurement related systems, such as SAP, AusTender and the Commonwealth Contracting Suite online tool, or the ability to gain the skills quickly.
- Certificate IV in Procurement and Contracts, or progress towards this qualification.

## Application Requirements

---

To apply for this position, you are asked to:

- Frame your 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 your 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 your 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

---

For further information pertaining to this job please contact Jolene Reece on 02 6283 2800

## 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.



- **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.





## 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*