



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:	Procurement and Contracts Officer
Classification:	APS5
Position Number:	6603
Tenure:	Ongoing
Duration:	Permanent
Section:	Procurement and Contracts Manager
Group:	Finance and People Services
Division:	Policy and Corporate
Location:	ACT
Immediate Supervisor:	Executive Level 1
Security Classification:	ENTRY ONLY

Group Responsibilities

The Finance and People Services Group delivers a broad range of services to the staff and leaders of the agency to enable the effective and efficient operations of the organisation.

Section Responsibilities

The Procurement and Contract Management Team is responsible for procurement policy and procedure establishment, implementation and advice, management of approaches to market, 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 has a sound general knowledge of government procurement policy and works under limited direction. This position is responsible for providing accurate technical advice in respect of moderately complex procurement activities and in regard to procurement policy, procurement processes and contract management. The successful applicant should have good communication and liaison skills as well as a sound knowledge of the Commonwealth Procurement Framework.

The Procurement and Contracts Officer undertakes procurement activities for IP Australia and has accountability for ensuring compliance with legislative and Government practices and guidelines relating to procurement.

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.
- Review and/or draft procurement related documentation including spending proposals, request for quotes, contracts and other procurement related documentation.
- Assist 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.
- Assist with the procurement reporting obligations including Senate Order, Annual Report, Indigenous Procurement Policy, Annual Procurement Plan, Senate Estimates reporting, Compliance reporting and AusTender reporting.

- Assist in monitoring the management of IP Australia contracts and procurement activities, as well as the maintenance of records in the SAP Finance system and Electronic Document Management System (BRIK).
- Contribute to innovation, change and reduction of red tape through continuous business improvement activities including review and modification of procedures and associated documentation.
- Demonstrate attitudes and behaviours responsive to workplace change (including participating in change and contributing to successful outcomes)
- Improves 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.

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;
 - judgment and analytical skills;
 - attention to detail; and
 - ability in research and analysis.

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

A sound general knowledge of the Commonwealth Procurement Framework is highly desirable.

Certificate IV in Procurement and Contracts, or progress towards this qualification is desirable.

Contact Officer

For further information pertaining to this job please contact Zoran Glavinic on 02 6283 3158

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.



**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.

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.



IP Australia Capability Framework – relevant to APS5



Agility and innovation – develop and contribute to outcomes using an agile and innovative approach

- Display adaptability and flexibility in changing circumstances and diverse situations.
- Question conventional approaches in the process of developing and applying alternative solutions.
- Research and suggest innovative improvements to team and individual tasks, processes and procedures, looking for better ways to achieve the desired outcome.
- Contribute to the team's innovative problem solving through collaboration, inclusion and the sharing of information.



Customer centric – develop and contribute to quality customer centric outcomes

- Liaise with and provide advice and recommendations in area of expertise to a wide variety of customers.
- Contribute to quality service outcomes through demonstrating a thorough knowledge of the services.
- Work collaboratively to achieve the best result for customers.
- Respond to a broad range of service requests contributing to resolving complex issues with a solution focus to meet customer needs.



Data literacy – develop and contribute to appropriate use and creation of data

- Ensure the data needed to make sound decisions is appropriately sourced and documented.
- Contribute to the development of data and information.
- Contribute to the generation of new ideas using available data and information.
- Understand the frameworks that guide data use and the context in which data is used in the APS.
- Understand the type of data created and used in the work area and have the ability to use the data systems and tools available.



Engages with risk – develop and contribute to positive risk behaviour

- Show an awareness of risk management and understand risks involved with role.
- Consider risk when creating solutions and show personal courage.
- Demonstrate own risk management capability in line with risk framework.
- Identify complex issues and consult appropriately with peers and managers.



People, network and self-leadership – develop and contribute to authentic leadership behaviour

- Develop and understand principles of performance management to effectively manage own and staff performance.
- Model behaviours consistent with flexibility and adaptability in the face of challenging and changes in our work environment.
- Develop networks through new and existing relationships across the business.
- Recognise own limitations in understanding an issue and undertake further development.
- Respond proactively to feedback and look for opportunities to extend knowledge, skills and experience.



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Job Specific Technical Capabilities

- Uses, interprets and explains relevant standards, frameworks, policies, guidelines, and/or legislation.
- Uses effective, current techniques and practices.
- Identifies, interprets and applies relevant information and sound evidence when investigating an issue or topic.
- Seeks, adapts or develops new methods to explore or analyse data or information.
- Uses relevant expertise and knowledge to effectively support a recommendation or position.
- Assists others to locate relevant technical knowledge.

**The above does not apply to IPRD Trainees. For Trainee expectations refer to IP Rights Learning and Development Manual*