



Australian Government

IP Australia



Welcome to IP Australia.

We are committed to delivering world leading IP services that are modern, effective and efficient, ensuring all Australians benefit from great ideas. Through innovative solutions we pursue productivity and quality improvements that underpin our customer focused agency.

We are proud of our flexible, diverse and inclusive culture.

Our commitment to flexible work is leading to increased collaboration and productivity among our staff in activity based working environments. We continue to implement best practice workforce planning to ensure we attract the best and brightest minds, providing challenging opportunities to develop leadership and management skills.

Our people remain our greatest asset. We provide an environment that allows success in achieving personal and professional goals.

We invest in talent and capability development to build our workforce of the future. By encouraging diversity of thought and a culture of curiosity we inspire leadership and accountability at all levels.

We want to ensure we attract the best talent, develop and challenge them, developing our people and reinforcing IP Australia's position as leaders of IP rights administration in the region.

I hope you will consider IP Australia as an employer.

Michael Schwager  
Director-General  
IP Australia



## Position Profile

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<b>Position Title:</b>	People & Organisational Development Project Manager
<b>Classification:</b>	APS 6
<b>Position Number:</b>	7114
<b>Tenure:</b>	Full time or part time
<b>Duration:</b>	Ongoing
<b>Section:</b>	People and Organisational Development
<b>Group:</b>	Finance and People Services Group
<b>Division:</b>	Corporate Services Division
<b>Location:</b>	ACT
<b>Immediate Supervisor:</b>	EL 1
<b>Security Classification:</b>	Entry Level

### Group Responsibilities

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Finance and People Services Group (FPSG) provide specialist HR, strategic communication, data management, governance and change management expertise to support and enable IP Australia's reputation with our staff, external stakeholders, and customers. This includes specialist communication, strategic planning and change management support to enable IP Australia's organisational culture and drive external public engagement and awareness activities.

### Section Responsibilities

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The People & Organisational Development (POD) section provides delivery of the learning and development strategy and programs aimed at achieving and supporting a professional, highly skilled and committed workforce to improve IP Australia's business performance and meet the organisation's current and future business needs. This section, amongst other things, delivers the:

- Corporate Induction and compliance programs
- Training and development products, programs and events that build the capability of the workforce
- Talent management, performance coaching and support, and
- Capability identification, development, and management programs.

### Job Description / Context of the Role

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People and Organisational Development sits at the heart of IP Australia and underpins every function across the agency, ensuring we can efficiently and effectively deliver the highest quality services for our customers. As the APS 6 POD Project Manager, you will be responsible for designing and implementing contemporary organisational development solutions by working with our stakeholders to deliver innovative products and services that improve the employee and ultimately, customer experience. The team focuses on equipping and enabling staff to create an engaging and high performing work culture, that enhances the contribution and connection to the IP Australia strategic objectives.

Supporting the Assistant Director, you will contribute to the overall people strategy by driving continuous improvement and innovation. You will be responsible for managing multiple projects focused on improving the capability of our workforce and assist the team in the development, delivery, and management of an extensive suite of products and activities. Your ability to develop clear and concise communications is of utmost importance, as you will be required to draft briefs, project plans and learning content that will have widespread application across the agency.



## Job Specific Duties

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The following key duties are necessary in this APS 6 role:

- Apply your expertise in the management of multiple concurrent projects and activities.
- Develop and maintain relationships with stakeholders and provide advice and support, as necessary.
- Plan, organise and oversee team projects and activities to ensure delivery of intended results within prescribed timeframes and to the required quality standard.
- Translate strategies and raw information into engaging content.
- Assist in the day-to-day management of POD staff and deliverables including work plan development, budgets, and project allocation.
- Share knowledge with others, guide and mentor less experienced team members and work collaboratively in a team to achieve team deliverables.
- Assist in leading innovation and improvement projects that contribute to continuous improvement of products and services that support a high performing culture.
- Prepare communications including briefs, reports, project plans and promotional content.
- Monitor and maintain policy, procedural and project documentation.
- Apply risk management capability in the context of daily work, including application of policies, management of budget and procurement activity, as well as own behaviours.
- Establish a performance culture and leading by example ensuring that there is a culture of teamwork and cooperation between members of the team and the broader agency.

## Job Specific Capabilities

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Our ideal candidate will:

- Be highly motivated, organised, proactive and display excellent project and program management skills.
- Demonstrate excellent interpersonal and communication skills, both verbally and in writing, including strong emotional intelligence, and personal resilience.
- Demonstrate the ability to influence, negotiate and collaborate with stakeholders at all levels to achieve operational objectives.
- Think strategically and innovatively to support continual improvement and identify opportunities for enhancing organisational development across the agency.
- Respond to changing situations promptly and make sound decisions to ensure the ongoing carriage of key deliverables within the role.

The following knowledge/ experience is desirable:

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- Qualifications and/or demonstrated experience in Project Management
- Certification in Workplace Training and Assessment
- General Human Resources or a related field

## Contact Officer

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For further information about this position please contact Jennelle McAppion on 02 6283 2918 or [Jennelle.mcappion@ipaustalia.gov.au](mailto:Jennelle.mcappion@ipaustalia.gov.au)



## 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.