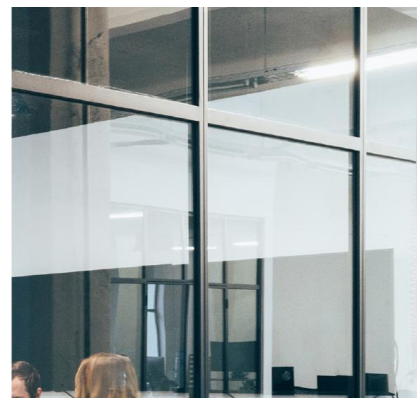
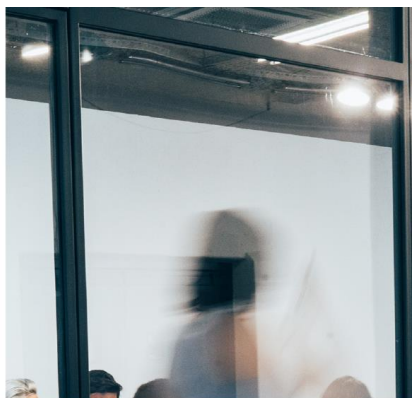




**Australian Government**

**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

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<b>Position Title:</b>	Procurement and Contract Management Officer
<b>Classification:</b>	APS5
<b>Position Number:</b>	6603
<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>	APS6
<b>Security Classification:</b>	BASELINE

### Group Responsibilities

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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

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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

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The Procurement and Contracts Management Officer has a sound general knowledge of Commonwealth procurement policy and works under limited direction. This position is responsible for providing accurate technical advice in respect of procurement activities, 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 Contract Management Officer undertakes procurement activities for IP Australia and ensures compliance with all legislative and Government practices and guidelines relating to procurement.

## Position Specific Duties

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- 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, Expiry Reports, Annual Report, Indigenous Procurement Policy, Annual Procurement Plan, Senate Estimates reporting, compliance reporting and AusTender reporting.
- Assisting with procurement administrative support
- 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.
- Maintaining an understanding of their/worker responsibilities under the *Work Health & Safety Act 2011* (WHS Act) and committing to promote a healthy and safe workplace.

## Position Specific Capabilities

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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.
- Knowledge of the Commonwealth Procurement Rules and related policy, particularly procurements using Standing Offer Notices and other established arrangements.
- Experience 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;
  - Organisational skills, including the ability to prioritise and collaborate with others to achieve deadlines;
  - Liaison and negotiation skills;
  - Judgement and analytical skills;
  - Attention to detail; and
  - Ability to research and analyse.

Please note: Applicants are encouraged to refer to the attached Capability Framework documentation which outlines agency wide behavioural descriptions for the five core capabilities at this classification.

## Eligibility Qualifications / Knowledge Required

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

- Experience with Commonwealth procurement processes, including knowledge of the Commonwealth Procurement Rules and related policies, particularly procurements using Standing Offer Notices and other established arrangements.
- Experience 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

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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

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

## Working at IP Australia

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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.



**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

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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.



# +1

## 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*