



Australian Government

IP Australia



Thank you for considering IP Australia as your next career opportunity. 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 people are our greatest asset.

We 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.

I am extremely proud of our commitment to a diverse workforce that represents the broader population. We want all employees to feel safe in embracing their true selves in the workplace. Having a diverse workforce opens a world of possibility, enabling us to draw on ways of thinking and ways of being that come from a different understanding of the world.

To ensure we attract the best and brightest minds, we continue to implement best practice workforce planning. Careers at IP Australia

provide challenging opportunities to develop leadership and management skills, contributing to our position as leaders of IP rights administration in the region.

IP Australia recognises the benefits of flexible working arrangements to individuals with better work-life balance and personal wellbeing, to teams that are more agile, dynamic and inclusive and to the organisation by being better able to attract and retain talented staff.

Michael Schwager
Director-General
IP Australia





Candidate Kit

Position Title:	Senior Legal Counsel
Classification:	Executive Level 1
Employment status:	Ongoing/Non-Ongoing for a period of up to 12 months
Number of vacancies:	One
Employment type:	Full-time or part-time
Salary:	\$115,354 – \$129,830 + 15.4% employer super contribution (pro-rated for part-time)
Section:	Office of Legal Counsel
Group:	Governance
Location:	Canberra on Nggunawal country preferred – other locations considered. IP Australia employees can work from anywhere in Australia, providing they can maintain a safe and productive working environment. We have offices in Canberra (Nggunawal Country) and Melbourne (Naarm Country), and a shared hub in Sydney (Gadigal Country). Employees close to these locations can maintain a hybrid approach of working in the office and from home.
Security Classification:	BASELINE
Contact officer	Erin Higuchi, Deputy Chief Legal Counsel (02) 6222 3625 or 0421 936 595 erin.higuchi@ipaustalia.gov.au or Lauren Canellis, Deputy Chief Legal Counsel (02) 6283 2504 or 0481 067 011 Lauren.Canellis@ipaustalia.gov.au

Group Responsibilities

The Governance Group (GG) supports IP Australia to make informed decisions that advance our strategic objectives and meet our obligations as an APS entity. We do this by establishing, promoting, and supporting best practice governance policies and practices. Our responsibilities include change management, enterprise risk and integrity, assurance, investment oversight, legal services, personnel and physical security, procurement and contract management, strategic planning and reporting, quality management, and IP attorney regulation.

Section Responsibilities

The Office of Legal Counsel (OLC) is managed by the Chief Legal Counsel and is comprised of lawyers and non-lawyers responsible for all legal services required by IP Australia. OLC provides high quality legal advice and assistance to all business groups within IP Australia including:

- providing legal advice on a range of issues including statutory interpretation, administrative law, intellectual property law, employment law, privacy and freedom of information
- advising on commercial matters, including contractual arrangements, procurements, finance law and delegations
- assisting and advising on the appropriate management of the agency's privacy obligations
- managing the agency's litigation across a broad range of matters, in a range of Courts and Tribunals.

Our Opportunity

This is an opportunity to work in a small agency which invests in the talent and capability development of its employees. You will be a valuable member of our small team, where lawyers work across all business areas of the agency and gain experience across various areas of law. You will work closely with subject matter experts to identify risks, provide advice and resolve issues.

Senior Legal Counsels support the Chief Legal Counsel (CLC) and Deputy Chief Legal Counsel (DCLC) in providing strategic, high quality, practical and timely legal services to IP Australia.

Senior Legal Counsels:

- are excellent communicators with a strong client focus
- use their expertise to provide practical and strategic advice on a range of complex and diverse legal issues including statutory interpretation, administrative law, commercial law, employment law, and intellectual property law
- exercise sound decision making skills and judgement which considers the agency's risk appetite
- identify and analyse legal risks, including potential risks, and communicate how to effectively engage with the risk
- manage the agency's litigation caseload and dispute resolution, including working with external law firms and counsel to provide strategic advice
- co-ordinate the delivery of legal services by external legal service providers
- represent the interests of IP Australia and build positive relationships with relevant stakeholders including other Australian government agencies and external legal service providers
- provide leadership, including supervising and mentoring legal counsels, setting clear direction and work priorities
- brief the CLC and DCLC effectively and appropriately, escalating matters as necessary.

We are looking to fill this position on an ongoing basis. It is intended that the Senior Legal Counsel who fills this vacancy will be responsible for managing the litigation case load of the agency, including liaising with external legal advisers and the responsible business areas.

Previous litigation experience would be highly regarded, although it is not mandatory.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised and may be used throughout the period to fill similar positions in the event positions become vacant.

Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months.

Job specific capabilities

The right person for this role will:

- have a demonstrated capacity to apply legal judgement, including examining alternatives, thinking laterally and applying legal knowledge to develop practical solutions to complex and diverse legal problems in order to assist client areas to produce legally defensible outcomes
- have a strong track record of providing high quality, practical, client focused advice which actively considers risk
- have an in-depth knowledge of legislative, financial and administrative frameworks, government decision-making processes and the ability to gain a good knowledge of agency guidelines and regulations
- take ownership of their work, use initiative, meet deadlines and manage their workload efficiently and effectively
- use excellent communication skills and interpersonal skills to build effective relationships with key stakeholders and negotiate in a persuasive manner to achieve business outcomes
- work collaboratively and cooperatively as a member of the team, contributing to ideas, coordinating projects, creating a positive work environment, and suggesting improvements as appropriate
- be highly organised with sound time management skills and the ability to proactively identify issues with capacity or timeframes and manage these issues appropriately.

It is expected that all IP Australia employees:

- demonstrate attitudes and behaviours responsive to workplace change (including participate in and encourage others to participate in change and contribute to successful outcomes)
- improve 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
- uphold and maintain the APS Values and Code of Conduct
- 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.

The successful applicant must:

- have a degree in Law and will be admitted to practice as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory, and
- have relevant post admission experience in one or more of the areas of commercial law, employment law, administrative law, intellectual property law, litigation and/or privacy law.

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 for employment at IP Australia

Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check involves reviewing your background & personal circumstances to minimise risks in giving access to IP Australia information/resources. This screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Some applicants may be able to obtain and maintain a security clearance at a specified clearance level – please check the vacancy information section for security clearance requirements.

The successful applicant must be willing to disclose all relevant and required information.

How to apply

Applications must be submitted through IP Australia's online recruitment system, IP Hire. If you have difficulties using IP Hire, please contact the Recruitment Solutions team on 02 6283 2567.

To apply for this vacancy, you are asked to complete the online application form which includes submitting:

- A one-page statement (max 750 words) outlining how your skills, knowledge, and experience make you the right person for the role. You should include details of relevant achievements/examples that demonstrate your suitability.
- A current CV detailing recent employment history which is relevant to the advertised position.
- The name and contact details of two referees.

Most of the communication you'll receive about this process will be via email so please take this into consideration when submitting your application. For example, it is best not to use a work email if you are going on leave as we cannot change the process to accommodate the non-receipt of emails.

How you will be assessed

IP Australia use competitive merit-based recruitment processes. Candidates will be assessed against the job specific capabilities and duties, so it is important you frame your response around these.

IP Australia has its own capability framework that provides clarity and consistency for a professional and highly competent workforce, now and into the future. There are five core capabilities, relevant to each classification, and a +1 technical capability which varies depending on the role.

IP Australia uses a range of assessment methods which may include application and resume assessment, interview and/or written assessment and/or psychometric assessment and the collection of a referee report/s.

Diversity and inclusion

We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our inclusive culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, people of all genders, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTQA+, mature aged employees and carers.

Reasonable adjustments

We want you to be able to shine in the assessment process so if you require any personalised adjustments to assist you to participate fully in this recruitment process, please indicate this in your application form (or by contacting the Recruitment Solutions Team).

A member of either the Recruitment Solutions Team or the Selection Panel will contact you to discuss your needs. All reasonable requests for adjustments will be facilitated if possible. Personalised adjustments are also available to employees who commence with IP Australia to assist them to perform the duties of their role to the best of their ability.

Any information provided is private and confidential and will only be used to provide accommodations and will in no way determine the outcome of an application.

RecruitAbility

The [RecruitAbility scheme](#) has been applied to this vacancy. RecruitAbility is a scheme which aims to attract and develop applicants with disability.

Applicants with disability who opt into the scheme; declare they have disability; and meet the minimum inherent requirements of the vacancy will be advanced to a later stage in the selection process. Merit remains the basis for engagement and promotion.



About IP Australia

IP Australia is an Australian Government agency responsible for administering Australia's intellectual property (IP) rights system, specifically patents, trademarks, designs, and plant breeder's rights. IP Australia also undertakes programs to educate and promote an awareness of IP, provides IP policy input to Government, develops legislation to support the IP system and contributes to bilateral and multilateral negotiations to improve IP protection internationally.

Australia's IP rights system supports innovation, investment, and international competitiveness. IP investment in Australia is valued at about 40 billion dollars.

We are an Australian Government agency with a passion for bright ideas, offering a great work-life balance, flexible working arrangements and rewarding career paths in the IP industry.

IP Australia embraces flexibility, including hours and location. Most of our roles can be done from anywhere in Australia, as long as you have reliable internet connection and an appropriate office set-up. We have offices in Canberra (Ngunnawal Country) and Melbourne (Naarm Country) for employees who are located within a reasonable distance to the office and most employees work a mixture of days in the office and days from home. Employees who are not located near an office, work completely remotely.



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](#).

You can find out more about the APS's Employee Value Proposition here: [Work with us | APS jobs](#)



CAPABILITY FRAMEWORK - RELEVANT TO EXECUTIVE LEVEL 1



Agility and innovation – lead and empower a culture of agility and innovation

- Independently or collaboratively develop new insights, solutions and recommendations for complex situations.
- Regularly scan the horizon and undertake research and analysis where appropriate to anticipate and address issues, identify opportunities, innovative methods, trends, capabilities and products.
- Select the most effective solution for the benefit of the organisation and effectively communicate the benefits and risks to the decision-maker.
- Lead the team to adapt and participate in change activities to contribute to business group outcomes.



Customer centric – lead and empower a culture of quality customer service

- Actively engage internally and externally where relevant to improve outcomes for customers.
- Actively engage with customers to ensure equitable access to services.
- Monitor customer service and service delivery functions, including anticipating and identifying customer service needs, collecting evidence to inform decisions, and implementing solutions that deliver quality customer centric outcomes.
- Promote, lead and embed customer centric behaviours within a team environment.



Data literacy – lead and empower appropriate use and creation of data

- Effectively and appropriately obtain and use data to lead the team to meet business group outcomes.
- Demonstrate a clear understanding of IP Australia's frameworks that guide data use and the broader context in which data is managed in the APS.
- Demonstrate the ability to plan, identify opportunities and understand how data can be improved to align with the strategic direction.
- Identify key stakeholders and understand how the data will be used to inform decision-making.
- Ensure that systems are in place to protect the privileged use and integrity of the data.



Engages with risk – lead and empower positive risk behaviour

- Lead an environment where staff are empowered to have open communication about risk that leads to IP Australia's target risk culture.
- Have a sound understanding of IP Australia's risk management framework to ensure that risks are defined, documented, communicated and managed.
- Understand and manage risks within span of influence, including those managed by staff.
- Provide and encourage an environment where risk-taking is supported within clear boundaries.



People, network and self-leadership – lead and empower authentic leadership behaviour

- Lead and develop the team through mentoring and guidance; recognise and reward achievements and behaviour.
- Lead the team by building trust, encouraging conversations about change and challenging environments, and model behaviours including resilience, flexibility and persistence.
- Develop and strengthen new and existing relationships across the APS and IP Australia; represent IP Australia in various fora where appropriate.
- Cultivate and promote strong relationships to support business objectives and decision-making.
- Actively seek out feedback on own performance; respond proactively and make appropriate changes.



Job Specific Technical Capabilities

- Maintains a high level of knowledge of relevant sources, standards, frameworks, policies, guidelines, legislation and best practice models.
- Provides technical guidance on complex problems to colleagues, particularly where there is no clear or definitive course of action.
- Applies expertise and leadership to the development and promotion of new standards, tools or products.
- Develops others by sharing specific technical expertise with the broader agency.
- Recognises complex technical risks and escalates appropriately.