



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.

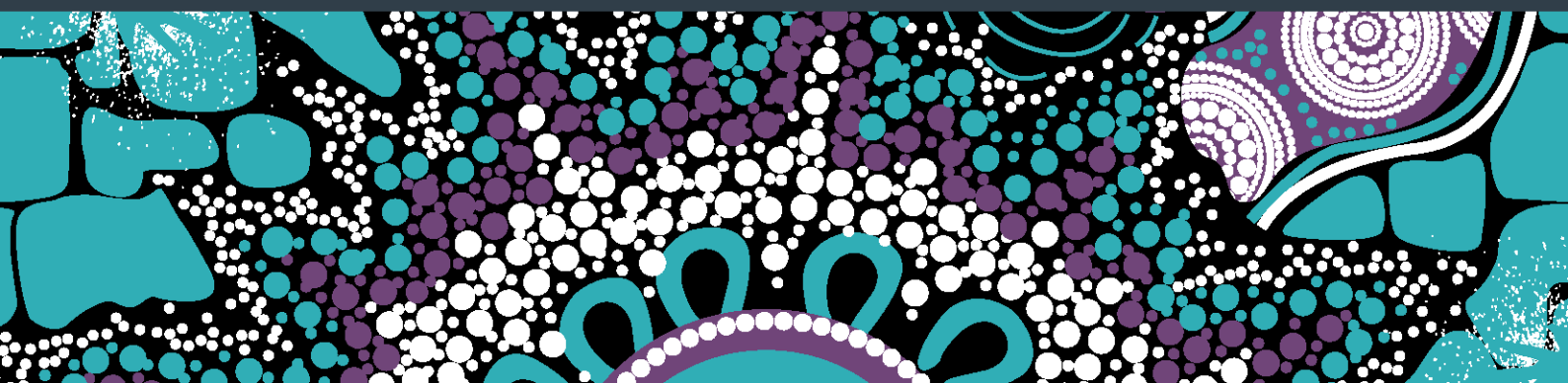
We continue to invest in talent and capability development to build the workforce of the future. By encouraging diversity of thought and a culture of curiosity, we inspire leadership and accountability at all levels.

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:	Recruitment Officer – First Nations (Affirmative Measure – Indigenous)
Classification:	APS Level 4
Employment status:	Ongoing
Number of vacancies:	One
Employment type:	Full-time or Part-time
Salary:	\$75,576 – \$81,916 + 15.4% employer super contribution (pro-rated for part-time)
Section:	People Services
Group:	Finance and People Services
Location:	Flexible location - IP Australia employees can work from anywhere in Australia, providing they can maintain a safe and productive working environment. We have offices in Canberra (Ngunnawal 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	To have a chat with someone about the role, please contact: Rachel Kramer +61261605337 rachael.kramer@ipaustalia.gov.au

To have a yarn with someone in our Indigenous Employee Network (IEN) about what it's like to work at IP Australia, please contact: IEN@ipaustalia.gov.au

Acknowledgement of Country

IP Australia acknowledges Aboriginal and Torres Strait Islander peoples of Australia. We acknowledge the Traditional Custodians of the lands on which our agency is located and where we conduct our business. We pay our respects to ancestors and Elders, past and present. IP Australia acknowledges Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society.

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Group Responsibilities

The role of the Finance and People Services Group (FPSG) supports IP Australia across a broad range of corporate business services including:

- Financial management and reporting
- Financial operations processing
- Financial systems management
- Provision of property, and
- Human resources management

FPSG supports IP Australia, on behalf of the IP Australia Executive, across a broad range of corporate services including finance, human resources and property services. Led by the General Manager and Chief Financial Officer, FPSG consists of three offices –

- Financial Management Office – Oversees IP Australia's financial reporting, budgeting, financial transactions processing and cost recovery functions.
- People Services Office – Oversees all HR functions including recruitment, HR policy, workplace relations, workforce planning and reporting, case management, work health and safety management, people development and diversity and inclusion.
- Business Services Office – Oversees property and corporate systems.

Our Opportunity

We are looking for a Recruitment Officer – First Nations to work across two teams:

- **Recruitment Solutions** team provides end-to-end recruitment and onboarding services for APS and SES employees. The team are recruitment subject matter experts, providing specialist and quality advice to stakeholders.
- **Talent Acquisition Programs** team provides end-to-end management of various entry-level programs, including marketing, recruitment, assessment, induction, performance, pastoral care and professional development. The team work with entry-level participants with a range of cultural backgrounds, capabilities, and experiences.

This is a newly created position, which will assist us to promote a culturally responsive environment where Aboriginal and Torres Strait Islander peoples are empowered to achieve their full potential. The successful candidate will have a specific role in coordinating and advising on First Nations opportunities, which may include assisting with advice on and the development of policies, procedures and services related to First Nations recruitment, and talent acquisition pathways which support apprentice, cadet and graduate employment.

The First Nations Recruitment Officer will provide timely support services on a range of recruitment and talent acquisition pathways work which includes projects and improvement initiatives. You may also support the broader HR team from time to time.

Under the direction of their supervisor, the Recruitment Officer – First Nations will:

- coordinate talent acquisition pathways engagement events and programs that benefit diverse populations. This includes participating in working groups, committees, networks, university-based recruitment events and national recruitment campaigns
- liaise with a range of key audiences such as various networks, other agencies, Tafe, and Universities
- maintain and update data across a range of recruitment systems and MS office applications ensuring accuracy and confidentiality
- support team operations to provide accurate and timely advice on matters relating to recruitment, payroll and talent acquisition pathways
- contribute to improving recruitment policies, systems and processes
- foster a collaborative and positive team environment and contribute to a range of improvement initiatives.

We are looking for someone who will work closely with stakeholders – so the ability to communicate effectively and manage competing priorities are top of our list in what we look for.

We are looking to fill this position on an ongoing basis.

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. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

Job specific capabilities

You will:

- demonstrate self-motivation, the ability to work independently and with limited supervision from a remote location
- plan, coordinate, and prioritise workflows in order to meet deadlines
- write clearly and succinctly in a variety of communication styles
- develop and maintain sound-working relationships with people at all levels
- use sound judgement and set priorities to achieve business objectives
- work collaboratively with others, including the ability to learn new skills and be receptive to feedback
- have a continuous improvement mindset, approaching innovative ideas and different perspectives with curiosity.

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.

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

Affirmative Measures eligibility

The filling of this vacancy is intended to constitute an affirmative measure under Section 26 of the Australian Public Service Commissioner's Directions 2022. This vacancy is open only to Aboriginal and/or Torres Strait Islander people.

To become our Recruitment Officer - First Nations, you must:

- be an Aboriginal and/or Torres Strait Islander person and be able to provide documentation as evidence to confirm your Aboriginal and/or Torres Strait Islander heritage
- be an Australian citizen at the time of application.

We also value:

- recruitment experience in a government department and/or First Nations business
- qualifications in human resources, business or psychology.

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.

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.

What is it like to work at 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 have a passion for bright ideas, offering a great work-life balance, flexible working arrangements and rewarding career paths.

At IP Australia, we sincerely strive to create a workforce that reflects the diversity of the Australian community and recognises the important knowledge and skills Aboriginal and Torres Strait Islander peoples bring to the work we do.

Aboriginal and Torres Strait Islander employees at IP Australia have access to additional paid leave to engage and network with other First Nations employees within our agency and the APS and participate in program events and activities such as ceremonial and/or cultural events such as NAIDOC week.

We offer many competitive benefits, including:

- work from home options and/or hybrid office patterns
- opportunities to grow and expand your skills, experience and education
- ongoing promotion and delivery of online and face-to-face cross-cultural awareness training to assist our people to understand cross-cultural differences with people from diverse groups
- an inclusive workplace with access to cultural leave, and inclusive employee networks
- wellbeing initiatives focus on supporting both physical and mental health.



We have also developed a suite of videos that may help you understand work at IP Australia:

- [Indigenous Knowledge](#)
- [Connection and Community](#)
- [Growth and Development](#)
- [How our work makes a difference](#)

- [View our vision towards reconciliation](#)

In addition to the links above, we have many YouTube videos available on our IP Australia [YouTube](#) Channel and/or you can visit our [IP Australia webpage](#) to learn more.

- [What can IP Australia offer me](#)
- [How can I grow my career at IP Australia](#)

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.



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 APS 3 AND APS 4



Agility and innovation – learn and apply an innovative and agile approach

- Display adaptability and flexibility in changing circumstances.
- Understand individual tasks, processes and procedures and suggest improvements where possible.
- Contribute to the team's problem solving by collaborating and questioning/challenging the 'why'.
- Take responsibility for managing own work program to achieve results; commit to action.



Customer centric – learn and apply a customer centric focus to deliver outcomes

- Provide relevant information, including services available to a wide variety of customers.
- Understand and respond to customer needs, assisting to resolve issues within agreed timeframes.
- Action and respond to a broad range of service requests, by acting as a routine contact point, escalating where appropriate.
- Engage professionally with customers.



Data literacy – learn and apply the appropriate use of data

- Show judgement, intelligence and common sense in locating the data required to support sound decision-making.
- Support the development of data and information.
- Have an awareness of the frameworks that guide data use and the context in which data is used in the APS.
- Understand the type of data used in the work area and suggest improvements where possible.
- Have the ability to use the data systems and tools available.



Engages with risk – learn and apply positive risk behaviour

- Show an awareness and understanding of risk management.
- Contribute within the team to try new ways of doing something and understand that it may not always be right.
- Share information relating to risk.



People, network and self-leadership – learn and apply authentic leadership behaviour

- Value individual differences and diversity and demonstrate professionalism and adhere to the APS Code of Conduct.
- Understand, be flexible and adapt to new situations and changes in the work environment.
- Understand the importance of building networks and seek to do so.
- Respond proactively to feedback and be willing to develop and apply new skills.
- Take responsibility for identifying own development needs.



Job Specific Technical Capabilities

- Maintains basic knowledge of, uses and interprets relevant standards, frameworks, policies, guidelines, and/or legislation.
- Demonstrates a basic to sound understanding of technical field of knowledge.
- Understands and applies appropriate processes and practices.
- Adheres to reporting requirements and formats.
- Recognises gaps in own technical knowledge and seeks specialised advice to address these.
- When prompted, shares technical knowledge and skills with less experienced team members.