



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 Examiner of Patents
Classification:	Executive Level 1
Employment status:	Ongoing and Non-ongoing for a period of up to for a period of up to 18 months
Number of vacancies:	Multiple
Employment type:	Full-time or part-time
Salary:	\$119,737 – \$134,764 + 15.4% employer super contribution (pro-rated for part-time)
Section:	Chemical
Group:	Patents Examination Group (PEG)
Location:	Flexible location - IP Australia employees can work from anywhere in Australia, provided they can maintain a safe and productive working environment. We have offices in Canberra (Ngunnawal Country) and Melbourne (Naarm), and shared hubs in Sydney (Gadigal Country) and Adelaide (Tarntanya). Employees close to these locations can maintain a hybrid approach of working in the office and from home.
Security Classification:	Not Required
Contact officer	Cassandra Mitchell 02 6283 2065 cassandra.mitchell@ipaustalia.gov.au

Group Responsibilities

The Patents Examination Group (PEG) ensures Australians benefit from the effective use of intellectual property by providing high quality, timely and customer-centric patent examination services. We foster an inclusive and empowering environment and actively develop the capability of our workforce, maintaining a strong customer focus in everything we do.

PEG works closely with the Patent Oppositions, Business Improvement and Plant Breeder's Rights Group to provide information and support across the organisation. Additionally, PEG assists in policy and legislation development and the provision of advice to government on intellectual property matters.

Our primary responsibilities include examination and grant of patents across a wide range of technologies, maintaining high standards of quality with a customer-centric focus, identifying improvements to our processes and practices, delivering high quality training and ongoing support for examiners, and promoting the IP system and international harmonisation to benefit Australian innovators.

The key focus areas for PEG are our people, core business and working together, ensuring we maintain the highest standards of excellence and collaboration across the organisation.

Section Responsibilities

The Senior Examiner of Patents position is a key leadership role in a patent examination section. A patent examination section is responsible for examination of patent applications and delivery of high-quality services to our customers in line with IP Australia's Customer Service Charter and Quality Management System guidelines.

Our Opportunity

A Senior Examiner of Patents actively contributes to the management and leadership of an examination section under limited direction from the Supervising Examiner of Patents (EL2). The typical examination section has around 30 staff including a Supervising Examiner, 4-5 Senior Examiners and approximately 25 Examiners.

Each Senior Examiner will lead and directly manage a small team of staff, including trainees. Coaching and training new staff to achieve Acceptance Delegation via a Competency Based Training program is an important responsibility of the role. Senior Examiners support senior management to foster inclusive and high performing teams and expected to take on initiatives and projects, to deliver on IP Australia's strategic and operational priorities.

Please note: this process will be used to fill current vacancies across the five Chemical examination sections. A merit pool will be established and may be used to fill future ongoing and non-ongoing vacancies within Chemical sections in

PEG. Those found suitable will be advised that they have been placed in the pool. The merit pool will be valid for 18 months from the date the process was advertised.

Job specific capabilities

A Senior Examiner of Patents will contribute to the leadership and management of an examination section under limited direction, to deliver on strategic and operational priorities at all levels.

Duties include:

- Working collaboratively with the section management team to effectively lead and manage the operation and direction of the section and deliver the section's commitments
- Contribute to building and maintaining a culture of high performance, including leading a team of patent examiners, fostering an inclusive and safe environment, mentoring and developing staff, assessing staff performance, providing feedback, and encouraging staff to reach personal, section and corporate goals
- Establishing clear expectations and creating a productive environment to achieve stated goals and objectives, taking ownership and honouring commitments
- Providing on-the-job patent examination training and coaching to trainee examiners and contributing to their competency-based assessment process
- Reviewing and supervising examination work as part of the quality review process
- Directly contributing to the section's overall production commitments through undertaking examination work and contributing to priority tasks
- Participating in group and corporate projects as required, and representing the section in various fora
- Exercising appropriate powers, authority, delegations and discretion under the Patents Act 1990
- Demonstrating attitudes and behaviours responsive to workplace change (including participating in and encouraging others to participate in change and contributing to successful outcomes)
- Improving organisational performance through effective engagement with and management of risk within relevant sphere of influence
- Maintaining 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 candidate will:

- Hold the Commissioner of Patents' Acceptance Delegation or be able to achieve this Delegation within 6 months of commencement
- Have a demonstrated ability to examine and supervise technologies in one or more chemical sections, including biotechnology, chemical compounds, bio-therapeutics, applied chemistry or pharmaceuticals
- Have a demonstrated ability to create an engaged, customer-centric team through goal setting, providing regular feedback and staff development
- Have a demonstrated ability to deliver results through effective leadership and management of a diverse team in a hybrid environment
- Have an ability to establish an inclusive, lifelong learning and high performing team culture in a hybrid environment
- Think strategically to build organisational capability and to deliver on our priorities
- Be able to successfully manage or lead change and demonstrate adaptability, resilience and judgement when dealing with risk and uncertainty
- Be able to proactively and effectively communicate both verbally and in writing
- Be able to communicate complex legal and procedural concepts in the field of patent examination
- Have an ability to provide effective coaching/training and contributing to competency-based assessment process for trainees

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

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 hold 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 will 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 the 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 and/or Australian Public Service.

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) 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.