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

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Candidate Kit

Position Title:	Chief Data Officer
Classification:	Executive Level 2
Employment status:	Ongoing
Number of vacancies:	One
Employment type:	Full-time
Salary:	$146,680 - $170,991 + 15.4% employer super contribution (pro-rated for part-time)
Section:	Data and Analytics
Group:	Data and Technology Group
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), 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	Chris Rathborne
	(03) 9935 9629
	Chris.rathborne@ipaustralia.gov.au

Group Responsibilities

The Data and Technology Group (DTG) is driven by the IP Rights ecosystem. We work across many digital, technology and business domains to deliver ICT services and products to IP Australia, customers, stakeholders and ultimately the Australian public. DTG works across the agency to assure our people have fit for purpose ICT tools, products, and services to meet our commitments to the Australian Government. In collaboration with our stakeholders, we make decisions on information, data, investments, risks and IT security as they apply to our current and future capability. Our core focus is enabling the reliable and efficient administration of IP Rights through resilient and secure technology systems and platforms. Our aim is to improve the delivery and quality of experience for our DTG staff, customers and for our people.

Section Responsibilities

Reporting directly to the General Manager, Data and Technology Group, the Chief Data Officer is responsible for implementing IP Australia's 'Data, Information and Analytics Strategy. The Chief Data Officer acts as a broker, supporting business areas to achieve their data related outcomes, through changes to skills, processes and technology.

The role works in strong partnership with the data stewards, custodians and subject matter experts across IP Australia. The Chief Data Officer manages the Data and Analytics sub-group (D&A). D&A is made up of four teams that are responsible for analytics and reporting, data visualisation, information governance, data capability uplift, records management, data engineering, data linking and sharing to support decision making, policy development, operations and research into industry and innovation. These teams are:

The Data Front Door & Analytics (DFDA) team is the first point of contact in providing corporate and IP rights data to internal and external stakeholders for reporting and in-depth analysis. It is aligned to the overall vision of excellence in providing reporting and analytics and plays a key role in supporting IP Australia's Senior Executives with evidence-based advice to guide strategic and business decisions. The key functions of DFDA include conducting operational, corporate, and strategic planning processes and providing analytics and data services tailored to each group within IP Australia to enable proactive and informed decisions on resourcing and performance, providing open data and working with international IP offices and researchers to use IP data to create insights.

The Data Engineering team manages our cloud-based IP Data Platform with associated tools built on AWS services. The team maintains and enhances the environment and is responsible for the data pipeline from source systems through to analytics and reporting. The team works on data pipelines, data integration, data quality, and reference data, to support DFDA and business teams across the organisation.

The Data and Information Governance team is responsible for safe and effective collection, management, analysis and communication of data and information. Our Data, Information and Analytics Strategy, sets out our responsibilities. This team also is responsible for raising awareness about data throughout the organisation, working closely with Whole of Government data initiatives.

The IP Analytics team is responsible for providing insights on patents to a broad cross section of the community. They provide reports to internal and external teams, as well as long term patent landscape reports. They also work within the international patent analytics community.

The Chief Data Officer coordinates the activities of the Data Stewards across the agency, organises data-related communities of practice and maintains the body of data/information related policy in line with best practice. The Chief Data Officer also take responsibility for acting as the agencies Chief Information Governance Officer and is a member of a number of internal committees and groups. Effective data management is a state where data is well governed, well managed, and curated in a manner ready for reporting, analytics, automation, and external sharing, whilst managing risks to acceptable levels.

Our Opportunity

IP Australia is a unique and innovative Australian Government Agency that works with Australians to help them protect their inventions, brands, designs, and plant varieties through the administration of patents, trade marks, designs, and plant breeder's rights: their Intellectual Property. We have a strong sense of purpose, ensuring Australians benefit from great ideas.

IP Australia has an ambitious program for the presentation, interpretation, and application of data for our organisation. Our data goes back over one hundred years and is key to informing business decisions, research, and policy. The Chief Data Officer provides a formal focal point, working with the business to systematically improve data management as an organisational discipline. This role is a key driver, working with the various groups across the organisation to define, develop and satisfy the data related outcomes for each group and ensure alignment with the Australian Data Strategy.

The Chief Data Officer must be highly motivated and take ownership of and accountability for the implementation of IP Australia's Data, Information and Analytics Strategy. To be successful you will require advanced communication, negotiation and stakeholder engagement experience, an understanding of data and information related issues in the field of intellectual property, including governance, data quality, data management solutions and an understanding of government directions for data stewardship, use of public data and the whole of Australian government approach to the use of artificial intelligence.

This role also oversees operations of IP Australia's IP Data Platform, with responsibility for improving and maintaining the cloud based technical environment, data pipelines and providing user support.

It is a blend of business and technology that provides an excellent opportunity to make a wide and meaningful contribution to the management and use of Australia's intellectual property data.

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

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

As Chief Data Officer you will require extensive experience in communication, negotiation and stakeholder engagement on data and information related issues, ideally in the context of government and the provision of open data. You will have extensive knowledge of data management solutions and methodologies, including in the business intelligence and analytics space relating to intellectual property. You will also understand cloud platforms and technologies that support automated regular reporting, ad hoc requests and advanced analytics.

The criteria provided below are to be used a guide in developing your response and do not have to be addressed individually.

- Demonstrated ability to think strategically, and creatively, about achieving outcomes in the face of conflicting priorities
- Demonstrated ability to build relationships and work collaboratively with a range of stakeholders from across business and IT to deliver strategic outcomes
- Demonstrated experience leading teams developing, enhancing and maintaining technical solution that deliver reporting and analytics for the organisation
- Demonstrated ability to deliver solutions to data and information management related issues
- Demonstrated knowledge of data related solutions and methodologies including, but not limited to, business intelligence and analytics, and use of data to support automated processes
- Demonstrated understanding of the whole of government directions with respect to public data, sharing sensitive data and use of artificial intelligence
- Strong communication skills and the ability to represent IP Australia's data interests in external forums.

Position specific capabilities

As Chief Data Officer you will:

- Act as a nominated, accountable and authoritative source for information related business decisions
- Lead the end-to-end data capability for reporting and analytics in IP Australia, including data governance, data literacy, enterprise reporting, business planning, ad hoc analytics, open data, data pipelines and the IP Data Platform to support this work.
- Drive the implementation of our Data, Information and Analytics Strategy
- Evangelise and promote collaboration across business units, breaking down silos impeding the Strategy
- Work with partners to improve the data literacy and analysis capability of IP Australia's people
- Drive a culture of data quality
- Manage data and information governance and embed the consistent application of IP Australia's Enterprise Data Governance Framework across business units
- Be the business system owner of the IP Data platform (based primarily in AWS)
- Demonstrates attitudes and behaviours responsive to workplace change (including participates in and encourages 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 creates an environment to achieve stated goals and objectives, takes ownership and honours commitments
- Demonstrate attitudes and behaviours responsive to workplace change and demonstrate a commitment to promoting a healthy and safe workplace in a flexible working environment.

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.

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 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 2

Agility and innovation – inspire and drive a culture of agility and innovation across the organisation

- Display innovative, creative and lateral thinking; introduce new and creative ideas to develop solutions.
- Actively seek opportunities to utilise innovative products, trends and leverage technology to implement continuous improvement activities to benefit the organisation.
- Engage in high-level critical thinking to identify connections between highly complex issues and capitalise on innovative solutions.
- Initiate and implement the development of innovative methods, practices and technology; manage and be accountable for the delivery of the benefit to the organisation and the community.
- Challenge the status quo, embrace and promote change initiatives, and harness new ideas to contribute to organisational goals.

Customer centric – inspire and drive a culture of quality customer service in the organisation

- Initiate and develop partnerships with customers to anticipate, define and evaluate service performance outcomes.
- Ensure compliance with performance standards for service delivery, set within an area of expertise, to deliver quality customer service.
- Proactively ensure that the organisation's digital delivery systems, business processes, policies and programs within an area of expertise, align with customer expectations.
- Influence and formulate the strategic direction and takes responsibility for the full range of customer service functions within an area of expertise.
- Engage, negotiate and influence across government and industry including international partners, on standards of customer service and accessibility.

Data literacy – inspire and drive a culture of data literacy

- Lead the use of data systems and tools to support organisational goals and demonstrate a clear awareness and understanding of the frameworks and data guides used in own work area, the organisation and APS.
- Seek clarification to validate potential options and understand the impacts and opportunities the solution will have on the business to ensure it aligns with the strategic direction.
- Possess the ability to analyse a range of information types and draw sound, logical conclusions that will support decision-making.
- Lead and drive change to improve data in line with technologies to deliver outcomes.
- Ensure systems are maintained and improved to protect the privileged use and integrity of the data.

Engages with risk – inspire and drive a culture of risk management

- Anticipate the shifting environment and manage moderate risk.
- Provide constructive feedback on risk management activities.
- Empower people to make evidence-based risk decisions.
- Promote an environment of open communication that leads to IP Australia's target risk culture.
- Allocate resources and lead the adoption of risk management policies, strategies and best practices.

People, network and self-leadership – inspire and drive a culture of authentic leadership

- Guide, mentor and develop staff, facilitating performance improvement conversations.
- Promote the need for change and respond to complex challenges and changes with a high level of flexibility, resilience and persistence.
- Promote a growth mind set and create psychological safety.
- Develop and strengthen new and existing relationships across business groups, government, industry and with international partners.
- Create a learning organisation by demonstrating strong self-awareness by actively seeking, reflecting and acting on feedback on own performance.

Job Specific Technical Capabilities

- Draws together technical/professional advice on highly complex and ambiguous issues.
- Stays informed using up-to-date technical expertise, research and international best practice.
- Supports the design of technical solutions and co-ordinates their development and implementation.
- Coaches and mentors others to share technical expertise within the agency and, where applicable, the profession.
- Anticipates and manages complex technical risks and escalates highly complex issues to the Executive when necessary.