



Australian Government

IP Australia



Thank you for considering IP Australia as your next career move. Our purpose is to enable Australians to benefit from great ideas by providing a world-leading intellectual property (IP) system. Trade, investment and commercialisation all depend on an innovation ecosystem that is modern, effective and efficient and this ensures Australian industry is resilient and internationally competitive.

Innovation and a commitment to customer service excellence underpin our operations. We harness data and technology (including AI), to continually improve the quality and effectiveness of our products and services. We are committed to adaptation, embracing change and finding new ways to meet the current and future needs of the IP system – including through our in-house innovation lab, IPA Ventures. This requires a culture of curiosity, and openness to feedback.

Our people are our greatest asset. We're a high-performing agency, invested in building staff capability, creating career pathways and shaping a positive and inclusive culture, where everyone

belongs. To ensure we attract the best and brightest minds, 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.

Our People Strategy and Diversity and Inclusion Strategy guide these commitments and set clear expectations for managers and employees, reinforcing the values and expected behaviours of all staff.

We recognise the benefits to individuals and teams of balancing work with everything else in life. We have a genuinely hybrid workplace and with this embedded flexibility, we

deliver a more agile and inclusive environment that attracts and retains the best talent and supports wellbeing.

I'm extremely proud of the vibrant and inclusive culture we have built, and the range of networks that support our people to thrive in the workplace. The work we do at IP Australia makes a difference. It directly benefits Australia's economic prosperity by rewarding creativity, promoting investment and encouraging technological advancement.

I hope you'll join us!

Michael Schwager
Director-General
IP Australia





Message from the Director General

Text version of the picture on the front page

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Position Title:	Examiner of Trade Marks
Employment status:	Ongoing
Number of vacancies:	Multiple
Employment type:	Full-time or part-time (Part-time employment is based on minimum of 24 to a maximum of 27 hours per week)
Salary:	\$80,640 + 15.4% employer super contribution (pro-rated for part-time)
Section:	People and Training
Group:	Trade Marks and Designs
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:	All new employees are required to satisfy a pre-engagement screening process. A security clearance is not required for this role.
Contact officers	If you have any questions about the process or being a Trade Mark Examiner – contact Laura Stone on (02) 6210 8475 or Laura.Stone@ipaustralia.gov.au To speak to someone in our Recruitment Team about submitting your application, please contact recruitment@ipaustralia.gov.au

What does a Trade Mark Examiner do?

With full training provided, Trade Mark Examiners assess trade mark applications to determine if they meet the requirements for registration under the *Trade Marks Act 1995*.

Trade Mark Examiners conduct research using online resources, analyse and interpret information, and apply legal tests and principles to assess whether a trade mark is registrable. Examination research tools are primarily electronic and include internal and external databases and procedural manuals. Trade Mark Examiners are required to apply and interpret the relevant legislation and court decisions.

As an Examiner, you will liaise closely with customers (including businesses and individuals), IP professionals, and the general public, to ensure the delivery of robust intellectual property rights. Examiners must also have exceptional time management skills, high levels of digital literacy, as well as clear, concise and logical written and oral communication skills.

Typical Trade Mark Scenario

This is the type of comparison a Trade Mark Examiner will routinely have to make:

Consider the two trade marks of Grazers V Natural Grasers Edibles. The trade mark of Grazers appears on the packaging for snack bars and the trade mark of Natural Grasers Edibles is on the packaging of snacks made from nuts. Do you think it is likely a consumer would assume a connection between the two products and see them as originating from the same trader?

For more information on trade mark examination please see the IP Australia [website](#) and the IP Australia [YouTube channel](#).

What skills/experiences do Trade Mark Examiners need?

A good Trade Mark Examiner is curious to learn more about different subjects and can communicate and apply legal concepts fairly and consistently.

Trade Mark Examiners commence as an APS Level 4 but progress quickly through the training program to an APS Level 5. You can find a detailed description of what is expected at these classifications in IP Australia's [capability framework](#).

In our Examiners we look for people who:

- display sound judgement and capacity to make decisions

- can communicate information simply, clearly, and effectively in different mediums (including interpersonal communication with others)
- can effectively organise work and display a focus on the details
- are adaptable and flexible in changing circumstances
- respond proactively to feedback and be willing to develop and apply new skills
- gain a clear understanding by listening, asking clarifying questions and reflecting; checking to ensure their own views are understood
- demonstrate a high degree of capability using data systems, technology and tools available.

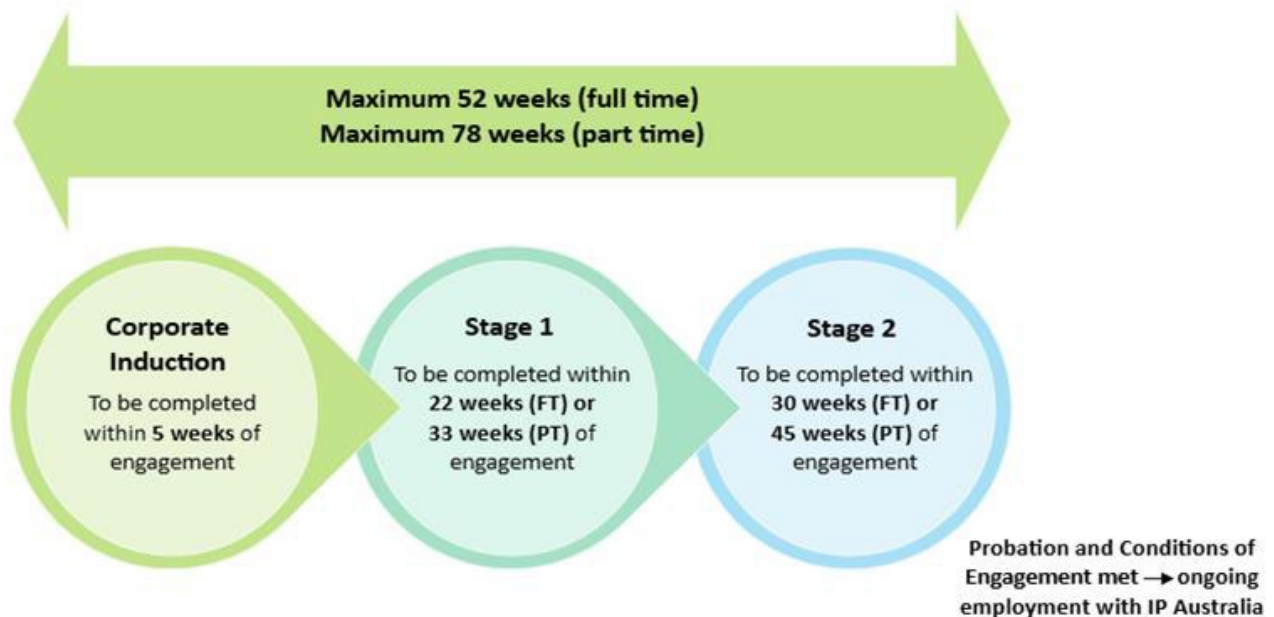
We value a degree in any discipline, but this is not essential.

Our training program

As a Trade Mark Examiner at IP Australia, you will participate in the IP Rights Examiner Program. Upon commencement you will be enrolled in a competency-based training program for trade mark examination, with the program being delivered in two stages over a maximum 12 months (52 weeks) for full time trainees and 18 months (78 weeks) for part-time trainees.

During the training program, you will need to travel to the Canberra office three times. This includes on commencement in February 2026, approximately again 6 weeks later then approximately halfway through the training program. If you live outside of the ACT, we will cover your travel costs to Canberra. You can speak to one of our contact officers about travel.

Trainees will undertake the training program under close supervision from a Workplace Coach and Team Leader. Training will be provided both in groups and individually over the course of the program. Trainees will be required to meet milestones in each stage of the program, and Stage One must be completed before advancing to Stage Two of the program.



The training consists of virtual (distance/work from home) or face-to-face on-the-job training, and broadly includes:

- basic procedures in IP Australia including our corporate induction package, and trade mark legislation and examination practices (you will learn how to apply the legislative tests of the *Trade Marks Act 1995*)
- use of appropriate references and resources. This includes teaching you how to use the tools to apply the legislative tests consistently, and
- how to communicate, action, and respond to a large range of service requests to a diverse customer base applying our agency charter, culture and values.

We provide more information about the training program on our [website](#).

Want to know more about being a Trade Mark Examiner?

We are hosting a virtual information session on Tuesday 16 September 2025. Please register your interest [here](#).

We also have a FAQ [section](#) in this document where we try to answer your questions regarding the recruitment process and working as a Trade Mark Examiner.

Hear from some of our current employees about what it's like to be an [Examiner](#).

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.

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

How to apply

Now you know what being a Trade Mark Examiner involves, it's time 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.

We use a range of assessment methods and details about how you will be assessed are in [Table A](#).

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](#)

Frequently asked questions

What will my salary be?

Trade Mark Examiners are initially employed at the APS Level 4 classification. If you apply for a part-time position your salary will be pro-rated according to your hours worked.

As a Trade Mark Examiner you are eligible for salary progression upon successful completion of training milestones. On successful completion of the training program (52 weeks full-time and 78 weeks part-time), Trade Mark Examiners will advance to an APS Level 5 classification.

IP Australia has yearly salary increases as part of their Enterprise Agreement. You can find out more on our website.

If I apply for a full-time position, can I convert to part-time hours once I commence training?

No. This recruitment process is seeking full-time applicants who intend to fill full-time roles. On successful completion of the training program you will be able to apply to modify your working hours.

If I apply for a part-time position, can I convert to full-time hours once I commence training?

No. This recruitment process is specifically seeking part-time applicants who are genuinely interested in a part-time role because they are unable to undertake full-time work for whatever reason. On successful completion of the training program you will be able to apply to modify your working hours

Is there information available to assist in preparing my application?

Yes. Additional information about preparing your application for employment in the APS can be found [here](#).

Can IP Australia provide reasonable adjustments?

Yes. If you require reasonable adjustments to be made to the assessment and selection process outlined in Table A, please indicate so in the online application portal or speak to the Recruitment Solutions Team on 02 6283 2567.

When can I expect to hear back about my application?

You will be updated via email about the progress or status of your application at regular intervals. It is important you check your spam/junk folder as sometimes emails can be accidentally sent to your junk folder. Please reference the assessment matrix in Table A below regarding timing.

Do I need a security clearance to work at IP Australia?

All new employees are required to successfully undergo a pre-engagement security screening process. Some positions may require you to obtain and maintain a security clearance.

Are there any other terms or conditions of employment?

It is a requirement of employment that Trade Mark Examiners successfully complete their training and attain Acceptance Delegation within 52 weeks for full-time and 78 weeks for part-time from the day on which their employment commences.

Once Acceptance Delegation is obtained, there is opportunity for further advancement to an APS Level 6 as candidates develop in the role and meet additional criteria, including the completion of additional competency-based training.

When will I start?

If successful, you will commence employment early February 2026.

Do I need to be in Canberra or in an office to work?

No. IP Australia employees can work from anywhere in Australia, providing you can maintain a safe and productive working environment. However, we have offices in Canberra and Melbourne, and a shared hub in Sydney. Employees close to these locations can adopt what we refer to as hybrid work pattern – meaning you can work from in the office and from home.

Can I complete the training remotely?

Yes, training can be conducted remotely. However, please ensure you read the information below regarding travel.

Is there any travel involved?

For employees based outside the ACT, you will need to attend the Canberra office at least 3 times during the training program:

- when you commence (February 2026)
- approximately 6 weeks into the training, and
- approximately halfway through the training.

Travel and accommodation to attend the Canberra office will be paid for by IP Australia.

What type of training will I do?

Training is competency based and mainly comprised of virtual eLearning with online modules, large group learning communities, smaller group workshops, and working on live files which are all worked on with their coach.

What does it mean if I am placed in a merit pool and not offered a position?

A merit pool consists of candidates who are rated suitable but not offered a position in the initial round. The merit pool is valid for 18 months from the date we advertise the vacancy, so for this process it's 18 months from 9 September 2025. During the life of the merit pool, we may make offers to candidates when vacancies arise.

Table A – Assessment Matrix

Capabilities	Stage 1		Stage 2		Stage 3		Offers of employment
	Application question	Resume	Written activity	Performance at Stage 1 and Stage 2	Virtual interview	Referee report	Early to mid-December 2025
Display sound judgement and capacity to make decisions	X	X	X	X	X	X	
Communicate information simply, clearly, and effectively in different mediums	X	X	X	X	X	X	
Organise work and display a focus on the details	X	X	X	X	X	X	
Adapt and be flexible in changing circumstances	X	X		X	X	X	
Respond proactively to feedback and be willing to develop and apply new skills	X	X		X	X	X	
Gain a clear understanding by listening, asking clarifying questions and reflecting; checking to ensure their own views are understood	X			X	X	X	
Demonstrate a high degree of capability using data systems, technology and tools available	X	X	X	X		X	
Timing (approx.)	Mid-September 2025		Late September 2025		Late November 2025		



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.



CAPABILITY FRAMEWORK - RELEVANT TO APS 5



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.



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