



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 Patents
Classification:	Examiner of Patents (APS Level 6)
Employment status:	Ongoing
Number of vacancies:	Multiple
Employment type:	Full-time
Salary:	\$96,948 + 15.4% employer super contribution (pro-rated for part-time)
Group:	Patents Examination
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 officer	Refer to Table A for contact officer details

Group Responsibilities

The Patents Examination Group (PEG) ensures Australians benefit from the effective use of intellectual property by providing high quality, efficient 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 Plant Breeder's Rights and Oppositions 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, practices and tools, 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.

What does a Patent Examiner do?

As a Patent Examiner, you will use your technical expertise in combination with the legal training we provide (see training section below), to assess whether patent applications comply with the requirements set out in patent legislation. This includes searching patent and scientific databases to ensure the invention is new and inventive. This means Patent Examiners are amongst the first to see new developments across a wide range of emerging technologies!

The role also has a customer service element as you will correspond with patent attorneys, or directly with applicants/inventors, to resolve issues within their applications.

In addition to technology-specific skills, we're looking for people who are self-driven, adaptable, committed to continuous improvement and responsive to change and feedback. Examiners must have clear, concise, and logical written and oral communication skills, and the ability to make evidence-based decisions and strong time management skills to achieve goals independently. Examiners work independently and as part of a small team to contribute to the goals of their technical section of up to 30 people. A typical examination section will consist of staff who are based all over Australia and who work in hybrid (home-based/office-based) settings.

Several full-time positions are being offered within various sections and disciplines. For detailed information on each discipline, including contact officers to discuss the roles in more detail, please refer to Table A. We will also use this process to create a merit pool which is available to use for 18 months from the date of advertising.

Specific duties of a Patent Examiner include:

- Using your technical knowledge to examine a Patent application and determine whether the invention is described clearly and in such a way that a skilled person would be able to use it
- Searching and analysing scientific literature and patent databases to make sure that the invention is new and inventive
- Communicating the examination outcome to the applicant and patent attorney, and considering their responses
- Maintaining an understanding of your responsibilities under the *Work Health & Safety Act 2011* and maintaining a commitment to promoting a healthy and safe workplace
- Contributing to the Patents Examination Group and IP Australia to achieve our strategic goals.

Before you apply, we strongly recommend you find out more about the role of a Patent Examiner on our website. We have also developed a suite of videos to help you understand what it's like to work as a Patent Examiner at IP Australia:

[Meet our Patent Examiners](#)

[Connection and Community](#)

[Flexible work](#)

[Growth and Development](#)

[How our work makes a difference](#)

What skills/experience do Patent Examiners need?

Patent Examiners are curious about new technology and can apply legal concepts to technical subject matter fairly and consistently.

As well as the eligibility requirements listed later in this document, to become a Patent Examiner, you must:

- have completed a minimum of a Bachelor Degree (AQF Level 7) or higher relevant to at least one of the disciplines in [Table A](#)
- have excellent written and verbal English skills to communicate examination outcomes with stakeholders
- be able to demonstrate the capabilities listed below.

Required capabilities

We are looking for people with:

- advanced search, analytical and critical thinking abilities
- highly developed communication skills to convey complex information clearly and effectively
- proven capability to learn and work independently, including in a virtual setting
- openness to receiving and responding to feedback and adaptability to change
- ability to engage and work collaboratively with others within a hybrid team
- willingness to take responsibility for own decisions to achieve agreed goals on time.

Workplace experience in industry or academia is well-regarded but not essential for this role.

Patent Examiners are employed at the APS Level 6 classification, and you can find a detailed description of what is expected at this classification in IP Australia's [capability framework](#) in on page 10.

Our training program

As a Patent Examiner at IP Australia, you will participate in the IP Rights Examiner Program. You'll be supported by a workplace coach through a competency-based training program to build your understanding of relevant legislation and the examination process. The program includes both virtual classroom-style training and virtual on-the-job learning.

After successful completion of the training program, you will receive your Acceptance Delegation which allows you to examine patents. You will work collaboratively in a small examination team where you will search and examine patent applications and produce search and examination reports.

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

Want to know more about being a Patent Examiner?

We are hosting a virtual information session on Wednesday 8 October from 11:30am to 12:15pm AEDT.

Please register your interest [here](#).

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 an 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:

- Your response to two questions provided below which must be uploaded in the 'applicant response' section of our online application form.

The maximum word count for each question is 300 words. Please ensure your responses relate to the Patent Examiner Capabilities in [Table B](#).

Question 1: Describe a time when you had to independently research and analyse complex information to make a decision or recommendation. How did you approach the task, communicate your findings, and ensure the outcome was delivered on time?

Question 2: Tell us about a challenge, project or deliverable (relating to your technology area) that you have been involved in. How would you align this previous experience to the required capabilities of a patent examiner role?

- A current resume/CV detailing recent employment history which is relevant to the advertised position. Your resume should be 2-4 pages and provide your most recent detail at the top.
- Evidence of your qualification/s and academic transcript. This must be at least a Bachelor Degree (AQF 7 or higher) aligned to at least one of the disciplines in [Table A](#).
- 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.

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

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.



Frequently asked questions

Will the roles only be full-time?

Yes. In this round, we are only hiring employees to work on a full-time basis for the duration of the training program.

When will I start?

If successful, you will commence employment in February 2026.

Do I need to be in Canberra or close to an office to be an examiner?

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 shared hubs in Sydney and Adelaide. Employees close to these locations can adopt a hybrid work pattern i.e., both in the office and from home.

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

Some roles do require a security clearance; however, it's not required for Patent Examiners. All new employees are required to successfully undergo a pre-employment screening process.

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.



**Live
Work
Achieve**

IP AUSTRALIA - TOGETHER WE CAN.

- **FLEXIBILITY**
Maintain a balanced lifestyle.
- **PRIDE IN THE WORK WE DO**
Contribute to high quality outcomes every day.
- **A SENSE OF BELONGING**
Enjoy a sense of belonging and purpose, rich with diversity.
- **PROFESSIONALISM**
Use your expertise in a rewarding and fulfilling environment.
- **INTERNATIONAL REPUTATION**
Work with world leaders in intellectual property.
- **THE AUSTRALIAN PUBLIC SERVICE**
Experience all the advantages of the APS, with the size and agility of enterprise.

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](#)

Table A – Description of disciplines and contact officer details

Technology area	Descriptor	Contact officer
Chemical and process engineering	A diverse range of disciplines, including metal/ore processing, batteries and fuel cells, composites and plastics, heat exchangers, refrigeration, petrochemicals, water treatment, filters and separation and pollution control and treatment.	Hatinder Sharma Hatinder.Sharma@ipaaustralia.gov.au +61262256151
Immunology and Biotherapeutics	Examples include immunology, biomedicine, biotherapeutics, CAR-T cells, antibody therapeutics and diagnostics, isolated protein therapeutics, RNA interference-based therapeutics, vaccines.	Jake Matic Jake.Matic@ipaaustralia.gov.au +612 62832213
Biotechnology	Examples include synthetic biology, sequencing technologies, bioinformatics, genetic engineering, biochemistry, genomics, plant molecular biology, immunology, virology, diagnostics, and personalised medicine.	
Polymers and Applied Chemistry	Examples include polymers and polymeric materials, agricultural and food science, applied or industrial biochemistry, industrial chemical processing or manufacturing, applied or physical chemistry, formulation chemistry, nano materials.	
Pharmaceuticals and Pharmacology	Examples include pharmacology, medicinal chemistry, drug delivery and pharmaceutical sciences.	

Table B – Assessment matrix

Patent Examiner Capabilities	Stage 1		Stage 2		Stage 3		Stage 4	Offers of employment
	Written application questions	Resume / Qualifications	Performance at Stage 1	Phone interview	Performance at Stage 1 and Stage 2	Virtual interview / Written and verbal reasoning exercise	Referee report	December
Qualifications and technical knowledge	X	X	X	X	X	X		
Advanced search, analytical and critical thinking skills	X	X	X		X	X	X	
Highly developed communication skills to convey complex information clearly and effectively	X		X	X	X	X	X	
Proven capability to learn and work independently, including virtually	X		X	X	X	X	X	
Openness to receiving and responding to feedback and adaptability to change	X		X	X	X	X	X	
Ability to engage and work collaboratively with others within a hybrid team	X		X	X	X	X		
Willingness to take responsibility for own decisions to achieve agreed goals on time	X	X	X	X	X	X		
Timing (approx.)	Mid- October		Early November		Late November			



CAPABILITY FRAMEWORK - RELEVANT TO APS 6



Agility and innovation – create and deliver outcomes using agile and innovative approaches

- Model adaptability and flexibility in changing circumstances and diverse situations.
- Identify, capture and actively drive change activities, including supporting others to adapt to change and improve the broader team.
- Collaboratively provide input into the development of solutions for complex situations; question conventional approaches when developing alternative solutions and make recommendations.
- Strengthen the team's innovative problem solving through collaboration, consultation and inclusion.
- Demonstrate behaviours consistent with embracing change and new ideas; model and support staff to fail fast and apply learnings.



Customer centric – create and deliver quality customer centric outcomes

- Maintain relationships with key customers to enable quality service outcomes.
- Manage activities and support the team to provide quality service outcomes.
- Respond to a broad range of service requests resolving complex issues with a solutions focus to meet customer needs.
- Work collaboratively across business groups to negotiate and manage service activities, achieving the best result for customers.
- Contribute to the development and evaluation of service standards. Apply these standards to resolve or escalate issues and give technical briefings to staff members and customers.



Data literacy – create and deliver, appropriately use data

- Assist with research and analysis relevant to business needs and make recommendations to support decision-making.
- Be aware of the type of data created and used in own work area and have a basic ability to use the data systems and tools available.
- Ask questions to identify problems, and research the data to inform the audience of potential solutions.
- Adapt information in the appropriate medium, and then communicate and deliver data to the target audience.
- Manage resources in line with quality measures and align with performance expectations.



Engages with risk – create and deliver positive risk behaviour

- Collaborate with colleagues and stakeholders to improve the way that risk is managed.
- Provide active oversight of risks, explore alternatives and show personal courage.
- Model a workplace where individuals and the team can take risks, accept failure, communicate openly and apply learnings.
- Identify risk information critical to making an informed decision.
- Manage tolerable risk and escalate as required.



People, network and self-leadership – create and deliver authentic leadership behaviour

- Seek out feedback on own performance; respond proactively and make appropriate changes.
- Engage with the team to model behaviours including resilience, flexibility and persistence in changing and challenging environments.
- Develop and strengthen new and existing relationships across the business; support business objectives and make recommendations.
- Take responsibility for identifying development needs of your own staff through authentic performance conversations.
- Hold yourself and others to account when behavioural expectations are not met.



Job Specific Technical Capabilities

- Researches, maintains knowledge of, interprets and applies relevant legislation.
- Provides advice and interpretation within technical or specialist area.
- Applies comprehensive knowledge of the technical field to address complex matters and/or undertake thorough analyses.
- Uses current methods or tools to explore and resolve complex issues.
- Finds and shares new ways to analyse and present information.
- Shares specialised knowledge and experience with others and assists others to develop technical skills and locate relevant information.