



Australian Government

IP Australia



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We are committed to delivering world leading IP services that are modern, effective and efficient to ensure all Australians benefit from great ideas. We're committed to engaging respectfully and authentically with First Nations peoples to support the appropriate considerations of Indigenous Knowledge in IP rights applications, and to improve the Australian IP system's accessibility.

We have two key strategies guiding this commitment.

Our People Strategy is pivotal to us achieving our ambition of being a leading IP office and a trusted partner for our customers and

stakeholders. Over the life of the Strategy, we will focus on fostering connection, promoting development and well-being, to adapt to evolving needs and achieving embedded flexibility.

Our First Nations Strategy was launched in 2025 and sets out our commitments across capability, development, partnership and transformation to help implement the government's priorities for how we work with First Nations peoples, businesses, communities, organisations and stakeholders.

I am proud of our diverse and inclusive workforce. We want every employee 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.

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





Message from the Director General

Text version of the picture on the front page

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Acknowledgement of Country

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

Front page artwork permission and credit:

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Artist: Jason Douglas

Title: The Gathering

This stunning artwork reflects the song lines and journey of community coming together to preserving knowledge, deep spiritual connection, and knowledge sharing.

The gathering meeting place is centred, our ability to learn, engage and connect to our First Nations culture, relationships, the lands and people.

The pathways coming in and out represent spiritual and physical journeys. The outer areas are the ripple effects to help built better, longer and stronger relationships with our communities to protect, preserve and understand our First Nations history.

Candidate Kit

Position Title:	First Nations Project Officer - (Indigenous Affirmative Measures)
Classification:	APS Level 6
Employment status:	Ongoing -Non-ongoing
Number of vacancies:	One
Employment type:	Full-time
Salary:	\$95,395 – \$108,365 + 15.4% employer super contribution (pro-rated for part-time)
Section:	Indigenous & Strategic Engagement
Group:	Policy and Stakeholders
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:	Not Required
Contact officer	To have a chat with someone about the role, please contact: Joshua Roberts 0262822394 Joshua.Roberts@ipaustalia.gov.au To have a yarn with someone in our Indigenous Employee Network (IEN) about what it's like to work at IP Australia, please contact: IEN@ipaustalia.gov.au

Group Responsibilities

Policy & Stakeholders Group (PSG) is the agency lead on government, international and stakeholder engagement and the engine room of economic research, data capability and strategic analysis. Responsibilities include policy development and implementation, production of knowledge products such as the IP Report, and enhancing data and analytics to maintain and improve delivery. We are taking the lead on important policy work including engagement on Indigenous Knowledge and Design Reform in support of enhanced delivery of IP rights. PSG works across the agency, contributing to all of IP Australia's strategic goals.

Section Responsibilities

The Indigenous and Strategic Engagement Section aims to drive strategic engagement to inform and influence stakeholders in a professional and culturally safe manner.

Responsibilities of the section include:

- Leading and delivering on IP Australia's strategic approach to engagement and partnership with Aboriginal and Torres Strait Islander peoples and ensuring it is undertaken in a culturally appropriate way.
- Delivery of the First Nations Strategy and oversight of actions that support IP Australia's policies and practices on Aboriginal and Torres Strait Islander peoples, including alignment with the Closing the Gap National Agreement Priority Reforms.
- The management of the Indigenous Knowledge Panel Pilot for IP Australia.
- Coordination and actioning of IP Australia's Ministerial and Parliamentary briefing functions, including management of the Protected Network.

Our Opportunity

This role has a particular focus on matters relating to Aboriginal and Torres Strait Islander peoples. This includes the protection of Indigenous Knowledge within the IP system, as well as delivery of our First Nations Strategy to ensure that our services, policies and practices are respectful, inclusive, and supportive of First Nations peoples. APS6 Officers in PSG assist with research and analysis of IP policy, project and procedural matters, draft briefings and advice for Ministers and IP Australia's Senior Executive, assist with stakeholder consultations and attend meetings with other government agencies and departments.

Role responsibilities include:

- Contributing to strategic planning for agency wide First Nations engagement activities. This includes the development and delivery of webinars, presentations and info sessions for First Nations audiences
- Assisting with the development and ongoing refinement of internal processes, practices and procedures relating to the purpose of IP Australia's First Nations Strategy
- Coordination of relevant cultural capability uplift initiatives
- Researching, coordinating, providing advice and analysis on major and emerging IP issues and how they impact on Aboriginal and Torres Strait Islander peoples
- Preparing briefing, correspondence and policy advice for IP Australia's Executive and Ministers
- Representing IP Australia at external meetings with other government departments and agencies
- Contributing to section and group operational planning
- Providing support to the other areas of the section where required.

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

The successful applicant should be able to meet the capabilities defined in the IP Australia Capability Framework relevant to APS6 level which can be reviewed in our Candidate Kit on our Careers page, and possess:

- A high level of cultural capability and awareness of sensitivities relating to Aboriginal and Torres Strait Islander peoples
- The ability to think strategically and support shared purpose and direction
- Well refined ability to be flexible and adapt to change
- The ability to manage, develop and support networks and relationships
- Self-motivation, with a track record of taking responsibility and delivering results
- Demonstrated high-level organisational and administrative skills and experience
- Enthusiasm for new challenges and applying skills confidently in a range of situations
- Excellent interpersonal skills at all levels
- Excellent written and oral communication skills, including the ability to produce high quality and well-structured documents that are fit for purpose and require minimal editing
- Well-developed research, analysis and problem-solving skills.

A base knowledge of IP Rights systems and/or Traditional Knowledge matters would be beneficial but is not essential.

It is expected that all IP Australia employees:

- demonstrate attitudes and behaviours responsive to workplace change (including participate in and encourage others to participate in change and contribute to successful outcomes)
- improve organisational performance through effective engagement with and management of risk within relevant sphere of influence
- establish clear expectations and create an environment to achieve stated goals and objectives, take ownership and honour commitments
- uphold and maintain the APS Values and Code of Conduct
- maintain an understanding of their/worker responsibilities under the *Work Health & Safety Act 2011* (WHS Act) and a commitment to promoting a healthy and safe workplace.

Applicants are encouraged to refer to the attached Capability Framework documentation which outlines agency wide behavioural descriptors for the five core capabilities at this classification.

Eligibility requirements for employment at IP Australia

Affirmative Measures eligibility

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

To become our First Nations Project Officer, you must:

- be an Aboriginal and/or Torres Strait Islander person and be able to provide documentation as evidence to confirm your Aboriginal and/or Torres Strait Islander heritage. Evidence will only be required for candidates progressing to interview and must be provided on or before the scheduled interview date
- be an Australian citizen at the time of application.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check involves reviewing your background & personal circumstances to minimise risks in giving access to IP Australia information/resources. This screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

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

How to apply

Applications must be submitted through IP Australia's online recruitment system, IP Hire. If you have difficulties using IP Hire, please contact the Recruitment Solutions team on 02 6283 2567.

To apply for this vacancy, you are asked to complete the online application form which includes submitting:

- A one-page statement (max 750 words) outlining how your skills, knowledge, and experience make you the right person for the role. You should include details of relevant achievements/examples that demonstrate your suitability.
- A current CV detailing recent employment history which is relevant to the advertised position.
- The name and contact details of two referees.

Most of the communication you'll receive about this process will be via email so please take this into consideration when submitting your application. For example, it is best not to use a work email if you are going on leave as we cannot change the process to accommodate the non-receipt of emails.

How you will be assessed

IP Australia use competitive merit-based recruitment processes. Candidates will be assessed against the job specific capabilities and duties, so it is important you frame your response around these.

IP Australia has its own capability framework that provides clarity and consistency for a professional and highly competent workforce, now and into the future. There are five core capabilities, relevant to each classification, and a +1 technical capability which varies depending on the role.

IP Australia uses a range of assessment methods which may include application and resume assessment, interview and/or written assessment and/or psychometric assessment and the collection of a referee report/s. **For this role, selected candidates will be provided a written assessment task the day prior to interview to complete.**

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.



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

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

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

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

Working in the APS

Australian Public Service (APS) [Values](#) guide us through our working lives, setting expectations for shared behaviour that keep our workplace harmonious and productive. The values are also a promise to the people of Australia that we can be trusted to act with integrity, in their service and in accordance with the Public Service [Code of Conduct](#).

You can find out more about the APS's Employee Value Proposition here: [Work with us | APS jobs](#)



CAPABILITY FRAMEWORK - RELEVANT TO APS 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.