



## Candidate Kit

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<b>Position Title:</b>	Data Visualisation Officer
<b>Classification:</b>	APS Level 6
<b>Employment status:</b>	Ongoing
<b>Number of vacancies:</b>	One
<b>Employment type:</b>	Full-time
<b>Salary:</b>	\$99,734 – \$112,049 + 15.4% employer super contribution (pro-rated for part-time)
<b>Section:</b>	Data Front Door and Analytics, Data and Analytics
<b>Group:</b>	Data and Technology
<b>Location:</b>	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.
<b>Security Classification:</b>	BASELINE
<b>Contact officer</b>	Jesse Rutherford (02) 6160 5357 jesse.rutherford@ipaustalia.gov.au

## Group Responsibilities

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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 ensure our people have fit for purpose 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

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The Data Front Door and Analytics (DFDA) team is part of the Data and Analytics section in DTG. DFDA is the first point of contact in providing data services on IP Australia's IP rights filings to internal and external stakeholders for reporting and in-depth analysis. The DFDA team supports IP Australia's strategic objectives through making data more accessible to drive continuous improvement in decision-making, the facilitation of data sharing and development and management of data visualisation and reporting products. The team's innovation and technical capability are recognised across the APS, having been highly commended at the recent APS Data Awards.

## Our Opportunity

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The Data Visualisation Officer reports to the Senior Data Visualisation Officer and is accountable for the day-to-day management of existing reporting, development and enhancement of reporting, visualising data for assigned ad-hoc requests and contributions to complex data analysis undertaken by the section. You will also be required to liaise with internal and external stakeholders to pre-empt and interpret user requirements, delivering reporting solutions that align with end user requirements.

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.

## Capability requirements

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To be successful in this role, candidates are required to demonstrate the following capabilities, under minimal supervision:

- End-to-end task management to develop complex Power BI reporting products for executive, operational and external audiences
- Use of SQL, DAX and M code to transform, model and analyse data
- Understand curated datasets and their relationships, application of UX, UI and design thinking to data visualisation products, and using disciplined report design to avoid unnecessary complexity
- Engage with stakeholders to gather, document and translate business requirements into clear, fit for purpose data visualisation products
- Use initiative to identify problems, navigate ambiguity, manage own time under pressure, prioritise tasks and meet deadlines
- Excellent communication and emotional intelligence skills, with the ability to work effectively across teams to collaborate on tasks and achieve results
- Understand contemporary data practices and visualisation tools, with the ability to research, assess and evaluate the relevance and appropriate use of emerging tools
- Knowledge of Australia's intellectual property system and its policy environment or the ability to quickly acquire this knowledge.

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.

## Position-specific duties

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- Use Power BI to design, develop and maintain corporate and operational dashboards that support decision-making, and meet requirements for accessibility, organisational governance, quality and security
- Engage with internal stakeholders and lead business requirements gathering activities for Power BI dashboards
- Use SQL and DAX to interrogate databases and validating Power BI data products as part of the report quality assurance process
- Undertake the Power BI administration role, including creating and administering workspaces, refresh scheduling, report certification, access controls, maintaining visibility across the Power BI tenancy, quality assurance and enforcing internal Power BI Development and Access Standards
- Contribute to the development of requirements for the Power BI Access Solution, including documenting business rules for Active Directory groups to support attribute-based and role-based access control (ABAC and RBAC)
- Research, assess and evaluate the relevance and appropriate use of emerging visualisation tools
- Support the Reporting and Visualisation Chapter via knowledge exchange and development of materials to build workforce capability in effective data visualisation and provide guidance to emerging Power BI report developers
- Contribute to ad-hoc data requests from internal and external customers across varied subject matters including trends analysis and applicant filing behaviours
- Contribute to budget cycle processes via collaboration with Finance and IP Rights operational teams.

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

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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

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Applications must be submitted through IP Australia's online recruitment system, IP Hire. If you have difficulties using IP Hire, please contact the Recruitment 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; your current and former supervisors.

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

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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

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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 Team).

A member of either the Recruitment 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

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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.



- **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

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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](#)

# IP Australia Capabilities: APS Level 6

This is an overview of the capability profile for the APS6 classification. You are strongly encouraged to review the full capability profile, available on our [website](#).

Capability group	Innovative Mindset				Integrated Leadership System (ILS)					
Capability name	Commits to Lifelong Learning	Data Literacy	Digital Literacy	AI Literacy	Supports Strategic Direction	Achieves Results	Supports Productive Working Relationships	Displays Personal Drive and Integrity	Communicates with Influence	Manager Specific (if applicable)
<b>Capability descriptor</b>	<ul style="list-style-type: none"> <li>Curiosity and openness.</li> <li>Collaboration, experimentation and creativity.</li> </ul>	<ul style="list-style-type: none"> <li>Data awareness.</li> <li>Data-informed decision making.</li> <li>Data communication.</li> </ul>	<ul style="list-style-type: none"> <li>Digital navigation, communication and collaboration.</li> <li>Digital protection and safety.</li> <li>Technical proficiency and problem solving.</li> </ul>	<ul style="list-style-type: none"> <li>Use AI appropriately and effectively.</li> <li>Make and own informed decisions.</li> <li>Protect information and privacy.</li> </ul>	<ul style="list-style-type: none"> <li>Support shared purpose and direction.</li> <li>Think strategically and harness information and opportunities.</li> <li>Show judgement, intelligence and commonsense.</li> </ul>	<ul style="list-style-type: none"> <li>Identify and use resources wisely.</li> <li>Apply and build professional expertise.</li> <li>Respond positively to change.</li> <li>Take responsibility for managing work projects to achieve results.</li> </ul>	<ul style="list-style-type: none"> <li>Nurture internal and external relationships.</li> <li>Listen to, understand and recognise the needs of others.</li> <li>Value individual differences and diversity.</li> <li>Share learning and supports others.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate public service professionalism and probity.</li> <li>Engage with risk and show personal courage.</li> <li>Commit to action.</li> <li>Promote and adopt a positive and balanced approach to work.</li> <li>Demonstrate self-awareness and a commitment to personal development.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate clearly.</li> <li>Listen, understand and adapt to audience.</li> <li>Negotiate confidently.</li> </ul>	<ul style="list-style-type: none"> <li>Lead to achieve optimal results in a hybrid and flexible work environment.</li> <li>Make ethical decisions.</li> <li>Anticipate and manage wellbeing and psychosocial risks.</li> <li>Role model cultural capability.</li> </ul>
<b>Capabilities in action</b>	<ul style="list-style-type: none"> <li>Continuously learn and apply new knowledge.</li> <li>Adapt to change and innovate.</li> <li>Show curiosity and share insights.</li> <li>Experiment with creative approaches.</li> <li>Encourage collaboration.</li> </ul>	<ul style="list-style-type: none"> <li>Understand data sources, quality, and tools.</li> <li>Use data to identify problems and support decision-making.</li> <li>Communicate insights clearly through simple data storytelling.</li> </ul>	<ul style="list-style-type: none"> <li>Use digital technologies effectively by keeping up with new digital trends.</li> <li>Collaborate respectfully and professionally online.</li> <li>Protect privacy and data, staying alert to cyber threats.</li> <li>Solve problems creatively using digital tools.</li> </ul>	<ul style="list-style-type: none"> <li>Know when and how to use AI appropriately.</li> <li>Critically evaluate AI outputs and check for bias or error.</li> <li>Use AI ethically, protecting data privacy.</li> </ul>	<ul style="list-style-type: none"> <li>Understand and support the agency's vision, mission, and goals.</li> <li>Think ahead and use good judgment.</li> <li>Focus on results that contribute to broader objectives – even if you're not setting the strategy.</li> </ul>	<ul style="list-style-type: none"> <li>Deliver tasks and projects by focusing on outcomes.</li> <li>Take ownership, stay proactive and resilient.</li> <li>Use resources wisely to achieve quality results.</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate and involve others to achieve results.</li> <li>Recognise contributions and value different perspectives.</li> <li>Share information openly.</li> <li>Foster learning opportunities.</li> <li>Delegate effectively.</li> </ul>	<ul style="list-style-type: none"> <li>Show motivation, resilience, and integrity by pursuing goals proactively.</li> <li>Stay focused under pressure.</li> <li>Act with honesty and professionalism.</li> <li>Learn from mistakes.</li> <li>Manage emotions effectively.</li> </ul>	<ul style="list-style-type: none"> <li>Foster understanding and guide others by communicating clearly.</li> <li>Listen actively to understand different perspectives.</li> <li>Adapt your message to ensure ideas are heard, valued, and drive action.</li> </ul>	<ul style="list-style-type: none"> <li>Lead effectively in a hybrid and flexible environment.</li> <li>Set clear goals and ensure accountability.</li> <li>Make transparent, ethical decisions aligned with agency values.</li> </ul>