

Candidate Kit

Position Title:	Governance Officer
Classification:	APS Level 6
Employment status:	Ongoing/Non-ongoing for a period of up to for a period of up to 12 months
Number of vacancies:	One
Employment type:	Full-time
Salary:	\$99,734 – \$112,049 + 15.4% employer super contribution (pro-rated for part-time)
Section:	Governance, Assurance & Attorney Regulation
Group:	Governance
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	Louise Salway (02) 6283 2577 louise.salway@ipaustalia.gov.au

Group Responsibilities

The Governance Group (GG) supports IP Australia to make informed decisions that advance our strategic objectives and meet our obligations as an APS entity. We do this by establishing, promoting, and supporting best practice governance policies and practices. Our responsibilities include change management; enterprise risk and integrity; assurance; investment oversight; legal services; personnel and physical security; procurement and contract management; strategic planning and reporting; quality management; and IP attorney regulation.

Section Responsibilities

The Governance, Assurance & Attorney Regulation team drives governance excellence and assurance for IP Australia. We support the Executive Board and other governance committees, oversee the internal audit program and Quality Management System, and lead regulatory performance reporting including strategic planning and reporting (Corporate Plan and Annual Report). We are also responsible for administering the Trans-Tasman IP Attorney regulatory regime on behalf of the Australian and New Zealand governments.

This role is within the Assurance and Governance team, who drives strategic focus for IP Australia through good governance; timely, evidence-based decision making; clear direction-setting; and fostering a culture of engagement and accountability across the organisation. The team delivers Secretariat services to IP Australia's key governance boards and committees, including the Executive Board and IP Australia's Audit Committee. The team manages delivery of IP Australia's Strategic Internal Audit Plan and has policy and governance oversight of IP Australia's ISO:9001 certified Quality Management System.

Our Opportunity

As Governance Officer you will be supporting IP Australia's Executive to make governance decisions, by making sure they have the right information at the right time. You will be part of a small team undertaking work with a high level of complexity and/or sensitivity. Under limited direction, you will assist in the coordination and management of IP Australia's Governance Secretariat functions to support internal governance arrangements. This means maintaining Secretariat functions for IP Australia's key governance committees, such as scheduling meetings, planning, preparing agendas, taking minutes and summaries to record actions and decisions, communicating with Board members and others, as well as other related administrative functions.

You will engage with IP Australia's Quality Improvement Managers and others key stakeholders to ensure effective administration of IP Australia's ISO:9001 certified Quality Management Systems continues to deliver strategic objectives for the agency. Similarly you will work with IP Australia's Internal Audit provider to facilitate delivery of IP Australia's Internal Audit Plan, this will include liaison across the agency as well as logistical and administrative tasks in relation. You should have excellent attention to detail, strong communication skills, and the ability to build productive workplace relationships and collaborate effectively.

Key duties include:

- Provide high quality secretariat services including meeting planning and organisation, taking minutes, and other coordination activities. This includes providing advice to IP Australia's Executive and other key stakeholders
- Understand IP Australia's Quality Management System and framework and assist in its application. This includes secretariat services to the Quality Managers Working Group, and provision of advice to IP Australia's Executive and other key stakeholders
- Understand IP Australia's Internal Audit settings and engage with Internal Auditors and stakeholders across the agency to facilitate delivery of IP Australia's Internal Audit Program
- Other duties as required to support the Assurance and Governance function
- Maintain records efficiently and effectively in accordance with workplace policies and statutory requirements
- Identify opportunities to improve procedures and increase efficiency
- Demonstrate 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 create an environment to achieve stated goals and objectives, takes ownership and honours commitments.

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 right person for this role will have the following:

- Highly developed organisational skills including the ability to prioritise and collaborate with others to achieve outcomes and respond to deadlines
- Ability to work collaboratively as an effective member of a team, building and sustaining positive relationships with team members and stakeholders
- Excellent interpersonal skills at all levels
- Highly developed written and oral communication skills, tailored to the audience
- Strong stakeholder collaboration and negotiation skills, with confidence to engage and present with influence
- Excellent attention to detail
- Ability to monitor service delivery and respond efficiently to stakeholder needs or feedback
- Ability to work flexibly, efficiently, and can adapt their work method to meet desired outcomes.

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.

To be successful in this role, it would be great if you had demonstrated prior experience in governance secretariat or similar functions.

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

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](#)

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