



Candidate Kit

Position Title:	Procurement and Contracts Officer
Classification:	APS Level 6
Employment status:	Ongoing
Number of vacancies:	One
Employment type:	Full-time
Salary:	\$99,734 – \$112,049 + 15.4% employer super contribution (pro-rated for part-time)
Section:	Procurement and Contract Management Team
Group:	Governance
Location:	Canberra on Ngunnawal Country
Security Classification:	BASELINE
Contact officer	Nathan Hewitt 02 6285 0728 Nathan.Hewitt@ipaustrialia.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 Procurement and Contract Management Team is responsible for supporting IP Australia to achieve its strategic objectives and meet its obligations under the Commonwealth Procurement Rules and other relevant legislation. The sections responsibilities include to work collaboratively with IP Australia colleagues to provide expert procurement and contract management advice, support approaches to market, contract negotiations, contract development, support IP Australia's to meet their reporting and compliance obligations in accordance with the Public Governance, Performance and Accountability Act.

The Procurement and Contract management team pride itself on fostering a collaborative, inclusive and forward-thinking culture, where our primary aim is to support positive outcomes for all procurement activities.

Our Opportunity

This is a full-time Procurement and Contracts Officer role, offering the opportunity to make an immediate and sustained contribution within Procurement and Contract Management Team. The Procurement and Contracts Officer position supports the ongoing delivery of procurement outcomes across IP Australia and is suited to candidates who are ready to step into a role with clear accountability, continuity of work, and the ability to make a meaningful impact from the outset.

We are seeking an experienced Procurement and Contracts Officer to support procurement and contract activities within IP Australia. In this role, you will contribute to the planning, coordination, and management of procurement processes to further support organisational priorities.

In this role as Procurement and Contracts Officer, responsibilities include:

- Manage procurement activities in accordance with the Commonwealth Procurement Rules and IP Australia's procurement policies
- Support the agency to plan procurements and coordinate market approaches, including requests for quote and tender processes

- Support evaluation activities and prepare procurement recommendations
- Establish and administer contracts in line with legislative and policy requirements
- Provide procurement and contract advice to internal stakeholders
- Manage contract administration activities across the contract lifecycle
- Monitor procurement activities to ensure compliance, governance and value for money outcomes
- Contribute to reporting and procurement governance requirements
- Identify opportunities to improve performance, processes and systems
- Work with a level of independence and may assist with guiding or mentoring team members.

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.

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

Our ideal candidate will demonstrate sound judgement, strong organisational skills and the ability to manage procurement activities.

The successful candidate will bring demonstrated experience in procurement, supported by a solid working knowledge of the Commonwealth Procurement Rules, the Resource Management Framework, and broader public sector governance and accountability requirements.

Certificate IV in Government procurement, contract management or the ability to obtain, or equivalent professional experience will be highly regarded.

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

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 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 uses 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 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

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.

IP Australia embraces flexibility, however while flexible working arrangements are supported, employees are expected to be available predominantly during core business hours, in line with operational requirements.

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.

 <p>Live Work Achieve</p> <p>IP AUSTRALIA - TOGETHER WE CAN.</p>	<ul style="list-style-type: none">● 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.
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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.