



Message from the Acting Director General

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 rely on an innovation ecosystem that is modern, effective and efficient. Our work helps ensure Australia remains resilient and internationally competitive.

Innovation and a strong commitment to customer service excellence underpin everything we do. We harness data and technology, including artificial intelligence, to continually improve the quality, accessibility and impact of our services. We embrace change, seek new ways of working, and remain curious and open to feedback — including through initiatives such as our in house innovation lab, IPA Ventures.

Our people are at the heart of our success. We are a high performing agency that invests in capability building, meaningful career pathways and strong, values driven leadership.

We foster a positive, inclusive culture where everyone feels respected, supported and able to do their best work.

Our People Strategy and Diversity and Inclusion Strategy guide how we work together and set clear expectations for behaviour, leadership and accountability across the organisation.

We also recognise the importance of balancing work with life outside of it. IP Australia offers a genuinely hybrid and flexible workplace, supporting wellbeing while enabling agility, collaboration and high performance.

By protecting ideas and rewarding creativity, our work supports Australia's economic prosperity and encourage innovation that benefits the wider community.

I encourage you to explore the opportunities at IP Australia and consider joining us.

Margaret Tregurtha
Acting Director General
IP Australia





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Text version of the picture on the front page

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Candidate Kit

Position Title:	Talent Project Officer
Classification:	APS Level 5
Employment status:	Ongoing
Number of vacancies:	One
Employment type:	Full-time or part-time
Salary:	\$90,321 – \$96,829 + 15.4% employer super contribution (pro-rated for part-time)
Section:	People Services
Group:	Finance and People Services
Location:	Canberra on Ngunnawal Country
Security Classification:	Not Required
Contact officer	Caroline Brown (02) 6160 5356 caroline.brown@ipaustralia.gov.au

Group Responsibilities

The role of the Finance and People Services Group (FPSG) supports IP Australia across a broad range of corporate business services including:

- Financial management and reporting
- Financial operations processing
- Financial systems management
- Provision of property, and
- Human resources management

FPSG supports IP Australia, on behalf of the IP Australia Executive, across a broad range of corporate services including finance, human resources and property services. Led by the General Manager and Chief Financial Officer, FPSG consists of three offices –

- Financial Management Office – Oversees IP Australia’s financial reporting, budgeting, financial transactions processing and cost recovery functions.
- People Services Office – Oversees all HR functions including recruitment, HR policy, workplace relations, workforce planning and reporting, case management, work health and safety management, people development and diversity and inclusion.
- Business Services Office – Oversees property and corporate systems.

Section Responsibilities

The People Services team provides specialist strategic and operational HR expertise to support IP Australia’s innovative and high performing culture to deliver current and future business needs. People Services has responsibility for delivering a client centric approach to all aspects of Human Resources (HR), including recruitment, entry-level programs, payroll services support/HRIS Aurion, HR policy, workplace relations, workforce planning and reporting, case management, work health and safety management, people development, and diversity and inclusion.

Our Opportunity

The Talent Project Officer supports the delivery of talent initiatives to build a capable, diverse and future-ready workforce. The role provides project coordination and operational support across a range of talent functions, including campaigns, workforce mobility, and employment initiatives. The Talent Project Officer also contributes to reporting, briefing and governance processes, ensuring the timely delivery of high-quality outputs.

The Talent Project Officer role operates in a dynamic, agile environment and requires strong organisational skills, adaptability, and attention to detail. The role involves responding to competing priorities, changing business needs, and working collaboratively to deliver outcomes. Success in this role will come from contributing to an inclusive team environment and demonstrating curiosity, initiative, and a strong appetite for learning across a broad range of strategic HR functions.

Key responsibilities include:

- Support the delivery of talent projects and initiatives, including talent acquisition programs, targeted campaigns and activities that promote internal mobility, career development and culturally appropriate pathways, contributing to workforce capability, diversity and inclusion outcomes.
- Support the coordination and alignment of recruitment and workforce planning practices, contributing to consistent processes and a cohesive, end to end talent management approach.
- Collaborate with business areas and internal stakeholders to identify workforce needs, capability gaps and resourcing requirements, and support the implementation of appropriate solutions.
- Provide administrative and operational support, including support for coordination activities such as operational workforce planning activities, IP Australia employee survey, maintaining documentation and contributing to a positive, inclusive team environment.
- Prepare and contribute to reports, briefs and governance materials, ensuring information is accurate, timely and supports decision-making processes.
- Contribute flexibly across the broader People Services function, supporting priority initiatives as required, and building capability across talent, workforce planning and related HR disciplines.

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 anyone rated suitable in the recruitment process will be placed into a merit pool. This means we won't offer you a role now, but we might if one becomes available later. The merit pool will be valid for 18 months from the date of advertising and we can offer future roles permanently or on a temporary basis.

Job specific capabilities

We are looking for someone who can demonstrate their ability to:

- work in an agile and responsive manner, effectively partnering with diverse stakeholders and collaborating across business areas to coordinate activities, share information, and support project outcomes
- uses initiative to identify areas for improvement and contributes ideas to enhance talent and workforce activities, supporting the development and implementation of practical, innovative solutions
- experience in delivery of across-team projects, programs or initiatives in a HR environment, utilising using corporate systems and tools (e.g. Microsoft Office suite, HR or recruitment systems) that support project and administrative activities
- utilises knowledge of, or a demonstrated ability to develop capability in, recruitment, talent, and workforce planning to support end-to-end talent and workforce initiatives
- build effective working relationships with stakeholders, communicate clearly, and provide responsive, client-focused support
- collect, analyse and maintain data and documentation, contributing to accurate reporting, briefs and governance materials to support decision-making
- produce accurate, well-structured work, with strong attention to detail and an ability to follow policies, procedures and frameworks
- work collaboratively within a team, sharing information, supporting colleagues and contributing to a positive and inclusive culture
- demonstrate their knowledge of APS legislation, frameworks and policies relating to recruitment and diversity and inclusion.

It would be great if you had:

- relevant tertiary qualifications in Human Resources (or related discipline) and/or certificate IV or diploma in Project Management (or equivalent).

Capability framework

At IP Australia, we have a [Capability framework](#) that provides a consistent approach to support recruitment, learning and development, performance development, and workforce planning. We have adopted the Integrated Leadership System (ILS) within our framework to align to the wider Australian Public Service (APS).

At the core of the framework is an innovative learning mindset – embracing experimentation, managing risk, and adapting to change and technology. This mindset fosters continuous growth, driven by curiosity, adaptability, openness, and resilience.

It is expected that all IP Australia employees:

- 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
- look for appropriate opportunities to do things differently and be willing to embrace innovation and change
- embrace opportunities to interact with transformation – data, digital and artificial intelligence (AI) – and understand your obligations to uphold data integrity and support data governance embrace lifelong learning and knowledge sharing.

If you are applying for a role that has manager responsibilities, you are expected to:

- instil a culture of lifelong learning and knowledge sharing
- lead your team to understand their obligations in dealing with data, digital and AI tools
- anticipate and prepare for impact of innovation and change and align innovation activities to strategic objectives.

There is a summary page for the classification of this vacancy at the end of this candidate kit. The full document is available on our website and helps you understand what is expected for your role. You should also use the capabilities to assist you prepare your application response.

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. We do not accept emailed applications. If you have difficulties using IP Hire, please contact the Recruitment team on 02 6283 2567.

When you apply, you will be asked to complete the online application form and include:

- An applicant response to the following questions. Each question must have a maximum word count of 300 words.
 - 1. Provide an example of how you have worked collaboratively across business areas, partnering with diverse stakeholders to support the delivery of a HR, talent or workforce planning project or initiative. What was your role and what was the impact of the project or initiative?**
 - 2. Provide an example of how you have used initiative to identify an improvement opportunity and contributed ideas to enhance HR, talent or workforce activities, including your role in implementing a practical solution.**
- 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 receive during the recruitment process will be via email, so avoid using a work email if you're going on leave, as we can't change the process if you don't receive emails.

How you will be assessed

IP Australia use competitive merit-based recruitment processes. You might hear recruitment in the APS being talked about as 'merit-based'. This refers to the rules we follow during a recruitment process and means candidates are assessed based on the specific skills and duties of the job, so make sure you focus on these.

In addition to assessing to see if you have the required skills and duties, we also look at how well you can meet the capabilities required for this classification. The capabilities we look for are provided on the last page of this document.

You will be assessed using a range of methods which will likely include reviewing your application and resume, joining us for an interview, and confirming your details with your referee/s. You can request adjustments to assist with one or all of these methods.

There is a helpful document called Cracking the Code which provides information about recruitment processes and how to apply: https://www.apsc.gov.au/sites/default/files/2020-12/cracking_the_code.pdf

AI in recruitment at IP Australia

We are embracing the use of Artificial Intelligence (AI) at IP Australia and exploring the benefits it can offer. Our usage of AI in recruitment processes, and broadly across the agency, will always be ethical, responsible, transparent and explainable.

Our use of AI

Some of the ways we use AI in our recruitment processes include:

- polishing and refining advertising materials
- assisting in the development of assessment activities
- transcribing recorded virtual interviews, where candidates have been informed, to support accurate and consistent preparation of selection reports.

While AI helps us improve efficiency, it's important to know that it will never make decisions about your suitability for a role.

Our recruitment processes comply with the *Privacy Act 1988*, and your personal information will not be entered into AI systems. Panel members also receive training to understand risks such as bias and lack of transparency, and how to use AI responsibly and ethically.

Your use of AI

You're welcome to use AI tools to help refine and polish your written application. However, for later stages of the process, such as interviews or assessment activities, we ask that you complete these on your own. This helps us understand your unique skills and capabilities for the role.

Our recruitment process is designed to give everyone a fair opportunity to demonstrate their strengths. If AI is used in ways that misrepresent your abilities, it could affect the outcome of your application.

Please note – this does not include the use of assistive technologies such as JAWS

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.



Working at 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. Employees working from our office in Canberra (on Ngunnawal Country) work a mixture of days in the office and days from home.



- **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](#)

IP Australia Capabilities: APS Level 5

This is an overview of the capability profile for the APS5 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
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.
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.