



Australian Government

IP Australia



Thank you for considering a career at IP Australia.

At IP Australia, we value diversity, inclusion and belonging. We know a talented workforce is one that reflects the diversity of Australia, and we are committed to creating opportunities for people from all backgrounds, including Aboriginal and Torres Strait Islander peoples. In doing this, we want everyone to feel safe, respected and supported to bring their whole selves to work.

We are committed to building our organisational capability by supporting our Aboriginal and Torres Strait Islander employees. We are committed to increasing Aboriginal and Torres Strait Islander representation across our workforce and creating opportunities for Aboriginal and Torres Strait Islander peoples. We want IP Australia to be a workplace where people choose to grow their skills, build their careers, step into leadership and contribute to meaningful work.

IP Australia recognises the benefits of flexible working arrangements and working on Country, in supporting better work-life balance and wellbeing. Whether your interests lie in work that directly supports First Nations peoples and communities, or in broader technical, policy, operational or corporate roles, IP Australia offers a range of opportunities to build a rewarding career.

We have two key strategies guiding our commitments.

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. The Strategy focuses on capability building, fostering connection, supporting development and well-being, and embedding flexibility so our people can thrive in a changing environment.

Our First Nations Strategy sets out our commitments across capability, development, partnership and transformation. It guides how we work with Aboriginal and Torres Strait Islander peoples, businesses, communities, organisations and stakeholders, while helping to implement the Australian Government's priorities.

A diverse workforce ensures we can deliver world leading IP services that are modern,

effective and efficient to ensure all Australians benefit from great ideas. Aboriginal and Torres Strait Islander peoples are the original innovators of these lands for over 65,000 years, developing sophisticated knowledge systems, technologies and practices that continue to benefit Australia today. We're committed to engaging respectfully and authentically with Aboriginal and Torres Strait Islander peoples to support the appropriate considerations of Indigenous Knowledge in IP rights applications, and to improve the Australian IP system's accessibility.

Margaret Tregurtha
Acting Director General
IP Australia



Message from the Acting 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 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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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.

Position Title:	Trade Mark Examiner – Affirmative Measures (Indigenous)
Classification:	Examiner of Trade Marks (TM1) (APS Level 4.2 equivalent)
Employment status:	Ongoing
Number of vacancies:	Multiple
Employment type:	Full-time or part-time (Part-time employment is based on minimum of 24 to a maximum of 27 hours per week)
Salary:	\$83,382 + 15.4% employer super contribution (pro-rated for part-time)
Section:	People and Training
Group:	Trade Marks and Designs
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:	All new employees are required to satisfy a pre-engagement screening process. A security clearance is not required for this role
Contact officer	To have a chat with someone about being a Trade Mark Examiner, please contact Alex Hollis on (02) 6210 8477 or Alex.Hollis@ipaustalia.gov.au
Indigenous Employee Network (IEN) contact	To have a yarn with someone in our Indigenous Employee Network (IEN) about what it's like to work at IP Australia, please contact: • Alex Hollis at Alex.Hollis@ipaustalia.gov.au or (02) 6210 8477; • Lisa Matheson at Lisa.Matheson@ipaustalia.gov.au or (02) 6283 2035; or • Our Indigenous Employee Network at IEN@ipaustalia.gov.au

What does a Trade Mark Examiner do?

Trade Mark Examiners play an important role in supporting Australia's intellectual property system by assessing trade mark applications and determining whether they meet the requirements for registration under the Trade Marks Act 1995.

To be a Trade Mark Examiner, you don't need previous experience in intellectual property, trade marks or law. Through our 12-month Trade Mark Examiner Training (TMET) program, we'll teach you everything you need to know about the role, including how Australia's trade mark system works and how to apply the relevant legislation.

As part of this Affirmative Measures recruitment process, you'll join a diverse cohort of Trade Mark Examiners, and learn together through a combination of formal training, on-the-job experience and support from workplace coaches and team leaders.

You'll have the opportunity to undertake research, analyse and interpret information and apply legal principles to determine whether a trade mark is registerable. You will have access to a range of electronic research tools, including internal and external databases to support you in performing your role.

Trade Mark Examiners commence at the TM1 classification (APS Level 4.2 equivalent) and upon successful completion of the TMET, progress to the TM4 (APS Level 5.1 equivalent). Further information on the capabilities expected at each classification can be found in IP Australia's [Capability Framework](#).

Could this be you?

We're looking for people who are curious, enjoy learning, can analyse information, communicate clearly and make fair, well-reasoned decisions. Strong reading and writing skills are important, as Trade Mark Examiners need to interpret information, apply legislation and clearly explain their decisions. Your experience could come from work, study, community leadership, volunteering, caring responsibilities or other life experiences.

Trade Mark Examiners look at a range of information, apply trade mark law and use their judgement to determine whether a trade mark can be registered.

For example, imagine there is already a registered trade mark called Grazers for snack bars. If another business applies to register Natural Grasers Edibles for nut-based snacks, would consumers be likely to think to products come from the same business?

Questions like this are a key part of the role. Trade Mark Examiners assess the facts of each case, apply legislative principles and decide whether a trade mark meets the requirements for registration.

If you enjoy learning new things, asking questions and solving problems, a career as a Trade Mark Examiner could be a great fit.

What makes a successful Trade Mark Examiner?

A good Trade Mark Examiner is curious, enjoys continuous learning, can communicate and apply legal concepts fairly and consistently, and uses information, data and technology to make sound decisions.

We are looking for people who:

- Can analyse information, use sound judgement and make informed decisions
- Can communicate information clearly and effectively, both in writing and when speaking with others
- Can organise their work, manage competing priorities and pay attention to detail
- Are adaptable and able to respond positively to changing circumstances
- Are open to feedback and committed to learning and developing new skills
- Listen carefully, ask questions and seek to understand different perspectives
- Are comfortable using data, digital systems and technology to research information, solve problems and support decision-making
- Build positive working relationships and work effectively with others

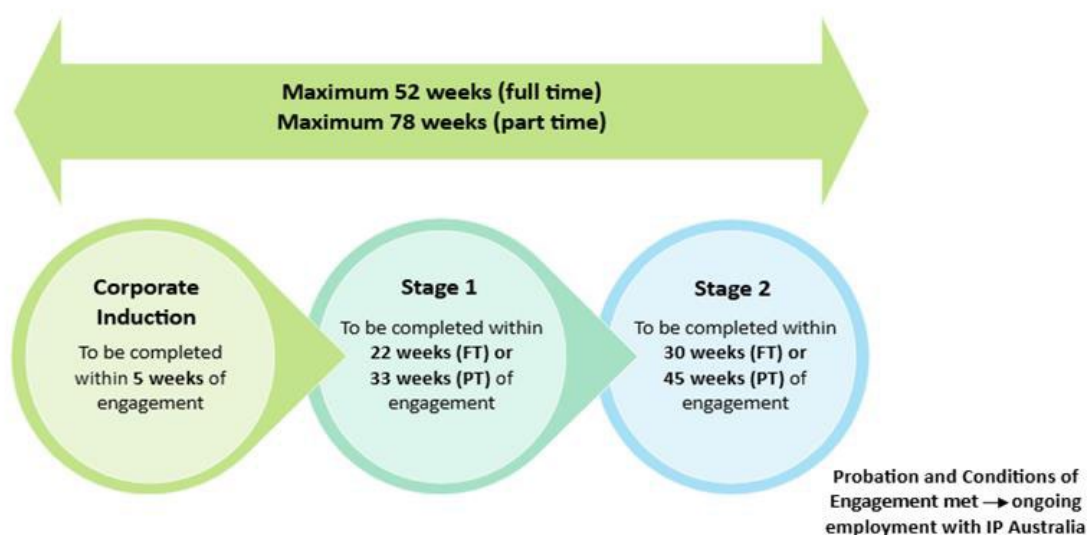
We value a degree in any discipline, but this is not essential.

Our training program

As a Trade Mark Examiner at IP Australia, you will participate in the IP Rights Examiner Program. Upon commencement you will be enrolled in a competency-based training program for trade mark examination, with the program being delivered in two stages over a maximum 12 months (52 weeks) for full time trainees and 18 months (78 weeks) for part-time trainees.

During the training program, you will need to travel to the Canberra office three times. This includes on commencement in February 2027, approximately again 6 weeks later then approximately halfway through the training program. If you live outside of the ACT, we will cover your travel costs to Canberra. You can speak to one of our contact officers about travel.

Trainees will undertake the training program under close supervision from a Workplace Coach and Team Leader. Training will be provided both in groups and individually over the course of the program. Trainees will be required to meet milestones in each stage of the program, and Stage One must be completed before advancing to Stage Two of the program.



The training consists of virtual (distance/work from home) or face-to-face on-the-job training, and broadly includes:

- basic procedures in IP Australia including our corporate induction package, and trade mark legislation and examination practices (you will learn how to apply the legislative tests of the *Trade Marks Act 1995*)
- use of appropriate references and resources. This includes teaching you how to use the tools to apply the legislative tests consistently, and
- how to communicate, action, and respond to a large range of service requests to a diverse customer base applying our agency charter, culture and values.

We provide more information about the training program on our [website](#).

How to apply

Now you know what being a Trade Mark Examiner involves, it's time to apply!

Applications must be submitted through the relevant job listing on [IP Australia's Career Page](#). To apply for this role, you will be required to complete an online application form, as we do not accept emailed applications.

As part of your application, you will be asked to provide:

- Your response to each application questions below in 300 words or less. When drafting your response make sure you use practical examples to demonstrate your capability and experience relevant to the role requirements. Please note, you will be asked to upload your responses as a singular attachment.
- A current CV outlining your relevant employment history and experience.
- The names and contact details of two referees (preferably including your current manager).

Question 1: What interests you about becoming a Trade Mark Examiner, and how have your experiences, skills, studies or interests prepared you for a role that requires continuous learning, seeking and analysing information, and making decisions?

Question 2: Describe a time when you needed to research information, analyse what you found, and use your judgement to make a decision, recommendation or solve a problem. What was the situation, what approach did you take, and what was the outcome?

Question 3: Trade Mark Examiners are required to learn and apply legislation, policies and procedures to make consistent decisions. Describe a time when you had to learn a new or complex subject, process or set of rules and apply that knowledge in practice. How did you approach it and what was the result?

To help ensure you receive important updates throughout the recruitment process, please make sure the email address used in your application is up to date and monitored regularly, as most communication will be sent via email. As applications are managed through our recruitment system, we are unfortunately unable to update contact details once an application has been submitted.

If you have difficulties navigating the online application form, please contact the Recruitment team on 02 6283 2567.

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 a Trade Mark Examiner under this recruitment process, you must

- be an Aboriginal and/or Torres Strait Islander person
- 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.

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.

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.

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 in IP Australia's [Capability Framework](#).

We use a range of assessment methods and details about how you will be assessed are in [Table A](#).

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. 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) and a shared hub in Sydney (Gadigal Country) 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.

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](#)

Frequently asked questions

What will my salary be?

Trade Mark Examiners are initially employed at the TM1 (APS Level 4.2 equivalent) classification. If you apply for a part-time position your salary will be pro-rated according to your hours worked.

As a Trade Mark Examiner you are eligible for salary progression upon successful completion of training milestones. On successful completion of the TMET (52 weeks full-time and 78 weeks part-time), Trade Mark Examiners will advance to the TM4 (APS Level 5.1 equivalent) classification.

IP Australia has yearly salary increases as part of their Enterprise Agreement. You can find out more on our website.

If I apply for a full-time position, can I convert to part-time hours once I commence training?

No. This recruitment process is seeking full-time applicants who intend to fill full-time roles. On successful completion of the training program you will be able to apply to modify your working hours.

If I apply for a part-time position, can I convert to full-time hours once I commence training?

No. This recruitment process is specifically seeking part-time applicants who are genuinely interested in a part-time role because they are unable to undertake full-time work for whatever reason. On successful completion of the training program you will be able to apply to modify your working hours

Is there information available to assist in preparing my application?

Yes. Additional information about preparing your application for employment in the APS can be found [here](#).

Can IP Australia provide reasonable adjustments?

Yes. If you require reasonable adjustments to be made to the assessment and selection process outlined in [Table A](#), please indicate so in the online application portal or speak to the Recruitment Team on 02 6283 2567.

When can I expect to hear back about my application?

You will be updated via email about the progress or status of your application at regular intervals. It is important you check your spam/junk folder as sometimes emails can be accidentally sent to your junk folder. Please reference the assessment matrix in [Table A](#) below regarding timing.

Do I need a security clearance to work at IP Australia?

All new employees are required to successfully undergo a pre-engagement security screening process. Some positions may require you to obtain and maintain a security clearance.

Are there any other terms or conditions of employment?

It is a requirement of employment that Trade Mark Examiners successfully complete their training and attain Acceptance Delegation within 52 weeks for full-time and 78 weeks for part time from the day on which their employment commences.

Once Acceptance Delegation is obtained, there is opportunity for further advancement to a the TM8 (APS Level 6.1 equivalent) as candidates develop in the role and meet additional criteria, including the completion of additional competency-based training.

When will I start?

If successful, you will commence employment in early February 2027.

Do I need to be in Canberra or in an office to work?

No. IP Australia employees can work from anywhere in Australia, providing you can maintain a safe and productive working environment with access to a high-speed internet connection. However, we have offices in Canberra and Melbourne, and a shared hub in Sydney. Employees close to these locations can adopt a hybrid work pattern I.e. both in the office and from home.

Is necessary hardware and software provided to work from home?

IP Australia provides all staff with a laptop, headset, and any software necessary for their role. All other equipment (including keyboard, mouse, etc.) must be individually purchased. It is highly recommended that trade mark examiners have access to two (2) monitors and a docking station.

Can I complete the training remotely?

Yes, training can be conducted remotely. However, please ensure you read the information below regarding travel.

Is there any travel involved?

For employees based outside the ACT, you will need to attend the Canberra office at least 3 times during the training program:

- when you commence (February 2027)
- approximately 6 weeks into the training, and
- approximately halfway through the training.

Travel and accommodation to attend the Canberra office will be paid for by IP Australia.

What type of training will I do?

Training is competency based and mainly comprised of virtual eLearning with online modules, large group learning communities, smaller group workshops, and working on live files which are all worked on and reviewed by Workplace Coaches. The final assessment of competency is evidence based, including completion of a portfolio of examinations and demonstrated ability to meet production and quality targets by the end of training. Throughout the program, significant verbal and written feedback is provided on individual work to support learning and development towards performance requirements.

What does it mean if I am placed in a merit pool and not offered a position?

A merit pool consists of candidates who are rated suitable but not offered a position in the initial round. The merit pool is valid for 18 months from the date we advertise the vacancy, so for this process it's 18 months from 28 September 2026. During the life of the merit pool, we may make offers to candidates when vacancies arise.

Can I speak with an Aboriginal or Torres Strait Islander employee before I apply?

Yes absolutely! We encourage applicants to contact one of our Indigenous Employee Network contacts listed in this candidate kit to have a yarn about the role, the recruitment process and what it's like to work at IP Australia.

What support is available for Aboriginal and Torres Strait Islander employees?

IP Australia is committed to creating a workplace where Aboriginal and Torres Strait Islander employees feel valued, respected and supported. You will have access to your manager, workplace coaches, colleagues and employee support services, as well as opportunities to connect with Aboriginal and Torres Strait Islander employees across the agency through our Indigenous Employee Network (IEN).

What is IP Australia's Indigenous Employee Network (IEN)?

The Indigenous Employee Network (IEN) brings together Aboriginal and Torres Strait Islander employees from across IP Australia. The Network provides opportunities for connection, cultural celebration, professional development and contributing [Aboriginal and Torres Strait Islander](#) perspectives to agency initiatives and priorities.

How does IP Australia work with Aboriginal and Torres Strait Islander peoples and communities?

IP Australia's [First Nations Strategy](#) guides our work to strengthen relationships with Aboriginal and Torres Strait Islander peoples, build capability across the agency and improve how the intellectual property system works for Aboriginal and Torres Strait Islander peoples, businesses and communities.

This includes building awareness of Indigenous Knowledge and considering how it may arise in intellectual property applications. Specialist subject matter experts support this work and provide advice to staff when needed. Where relevant, Trade Mark Examiners may have opportunities to learn more about these matters during their training and development.

I don't have experience in intellectual property or trade marks. Can I still apply?

Absolutely. You do not need prior experience in intellectual property, trade marks or law. We are looking for people with strong communication, research, analytical and problem-solving skills, and a willingness to learn. The training program will provide the technical knowledge and practical skills required for the role.

Table A – Assessment Matrix

Capabilities	Stage 1		Stage 2		Stage 3		Offers of employment
	Application question	Resume	Written activity	Performance at Stage 1 and Stage 2	Virtual interview	Referee report	Early to mid-December 2026
Display sound judgement and capacity to make decisions	X	X	X	X	X	X	
Communicate information simply, clearly, and effectively in different mediums	X	X	X	X	X	X	
Organise work and display a focus on the details	X	X	X	X	X	X	
Adapt and be flexible in changing circumstances	X	X		X	X	X	
Respond proactively to feedback and be willing to develop and apply new skills	X	X		X	X	X	
Gain a clear understanding by listening, asking clarifying questions and reflecting; checking to ensure their own views are understood	X			X	X	X	
Demonstrate a high degree of capability using data systems, technology and tools available	X	X	X	X		X	
Timing (approx.)	September - October 2026		October 2026		November 2026		