



Australian Government

IP Australia



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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Margaret Tregurtha
Acting Director-General
IP Australia

Candidate Kit

Position Title:	Senior Examiner of Patents
Classification:	Executive Level 1
Supervisory/Management	Yes
Employment status:	Ongoing and Non-ongoing for a period of up to 18 months
Number of vacancies:	Multiple
Employment type:	Full-time or part-time
Salary:	\$123,808 – \$139,346 + 15.4% employer super contribution (pro-rated for part-time)
Section:	EMEC and CBIO
Group:	Patents Examination
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) and Adelaide (Tarntanya). Employees close to these locations can maintain a hybrid approach of working in the office and from home.
Security Classification:	Not Required
Contact officer	Vita Maselli 0262256147 vita.maselli@ipaustustralia.gov.au Varun Malik 0262832611 varun.malik@ipasustralia.gov.au

Group Responsibilities

The Patents Examination Group (PEG) supports Australians to benefit from the effective use of intellectual property by providing high quality, timely and customer-centric patent examination services. We foster an inclusive and empowering environment and actively develop the capability of our workforce, maintaining a strong customer focus in everything we do.

PEG works closely with the Plant Breeder's Rights and Oppositions Group (POG) to provide information and support across the organisation. Additionally, PEG assists in policy and legislation development and the provision of advice to government on intellectual property matters.

Our core responsibilities include examination and grant of patents across a wide range of technologies, maintaining high standards of quality with a customer-centric focus, identifying improvements to our processes and practices, delivering high-quality training and ongoing support for examiners, and promoting the IP system and international harmonisation to benefit Australian innovators.

PEG's key focus areas are our people, core business and working together. These priorities support excellence, collaboration and continuous improvement across the organisation.

Section Responsibilities

The Patent Examination Section is responsible for examination of patent applications and delivery of high-quality services to our customers in line with IP Australia's Customer Service Charter and Quality Management System guidelines. The typical examination section has around 30 staff including a Supervising Examiner, 4-5 Senior Examiners and approximately 25 Examiners.

Our Opportunity

IP Australia is seeking experienced Senior Patent Examiners to fill a number of temporary vacancies across the Chemical & Biomedical (CBIO) and Electrical & Mechanical Engineering (EMEC) Groups. Suitable candidates may also be considered for other opportunities that arise through this recruitment process.

The Senior Examiner of Patents position is a key leadership role in the Patent Examination section. The role offers the opportunity to support senior management to foster inclusive, engaged and high-performing teams and lead or contribute to initiatives and projects that deliver IP Australia's strategic and operational priorities.

A Senior Examiner of Patents leads and manages a small team of staff, including trainee examiners, under limited direction from the Supervising Examiner of Patents (EL2). A key responsibility of the role is coaching and developing new staff to achieve Acceptance Delegation through IP Australia's competency-based training program.

As Senior Examiner of Patents, you will:

- Work collaboratively with the section management team to lead and manage the operation, performance and strategic direction of the section, ensuring delivery of business priorities and commitments.
- Communicate clearly, consistently and purposefully, translating strategic and organisational priorities into meaningful local context to build understanding, engagement and alignment.
- Lead and support staff in a hybrid and flexible working environment, setting clear expectations, promoting wellbeing, managing psychosocial risks and role modelling cultural capability.
- Create a productive and accountable work environment by establishing clear expectations, monitoring outcomes and ensuring commitments are delivered.
- Provide on-the-job training and coaching to trainee patent examiners and contribute to competency-based assessment and capability development activities.
- Review and supervise examination work as part of the quality assurance framework, maintaining high standards of technical excellence and consistency.
- Contribute directly to the section's production outcomes through examination work and support for priority initiatives and business activities.
- Model and embed the safe, ethical and effective use of data, digital technologies and artificial intelligence.
- Lead or contribute to group and corporate projects and represent the section in internal and external forums as required
- Exercise powers, delegations and discretion under the Patents Act 1990 in accordance with legislative, policy and governance requirements.

Through this recruitment process, a merit pool will be established and may be used to fill future ongoing and non-ongoing vacancies within the Chemical & Biomedical (CBIO) and Electrical & Mechanical (EMEC) groups. Those candidates found suitable will be advised that they have been placed in the merit pool. The merit pool will be valid for 18 months from the date the process was advertised.

Job specific capabilities

A Senior Examiner of Patents will contribute to the leadership and management of an examination section under limited direction, to deliver on strategic and operational priorities at all levels.

The successful candidate will:

- Hold, or have recently held, the Commissioner of Patents' Acceptance Delegation.
- Demonstrate the ability to examine and supervise technologies in one or more of the chemical, biomedical, electrical and mechanical disciplines.
- Demonstrate experience leading, managing and developing a high-performing, customer-focused team through effective performance management, coaching, feedback and capability development to deliver positive business outcomes.
- Demonstrate the ability to lead a diverse team to achieve organisational outcomes, balancing operational delivery, workforce capability and employee wellbeing in a hybrid working environment.
- Foster an inclusive, psychologically safe and high-performing team culture that values continuous learning, innovation and collaboration.
- Proactively address workforce challenges to maintain high-quality service delivery, while taking a strategic approach to building organisational capability and achieving business priorities.
- Lead and manage change effectively, demonstrate adaptability, resilience and sound judgement in responding to risk and uncertainty.
- Communicate proactively and effectively, both verbally and in writing.
- Communicate complex legal and procedural concepts relating to patent examination clearly and effectively.
- Provide effective coaching and training and contribute to competency-based assessment processes for trainees.

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.

How 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:

Why are you interested in the Senior Examiner role, and what skills and experience do you bring to the role?

Question 2:

Provide an example of how you contributed to a strategic initiative, business improvement, or change process. What was your role, how did you influence outcomes, and what was achieved?

Question 3:

Provide an example of when you trained, coached or mentored an examiner to build technical, legal or examination capability. What was your approach and what outcomes were achieved?

Question 4:

Describe your approach to leading and developing a high-performing team. Include a specific example of how you have managed performance and fostered an inclusive and supportive team culture.

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

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 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

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.

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) and Adelaide (Tarntanya) 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.



**Live
Work
Achieve**

IP AUSTRALIA - TOGETHER WE CAN.

- **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: Executive Level 1

This is an overview of the capability profile for the EL1 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	- Curiosity and openness. - Collaboration, experimentation and creativity.	- Data awareness. - Data-informed decision making. - Data communication.	- Digital navigation, communication and collaboration. - Digital protection and safety. - Technical proficiency and problem solving.	- Use AI appropriately and effectively. - Make and own informed decisions. - Protect information and privacy.	- Inspire a sense of purpose. - Focus strategically. - Harness information and opportunities. - Show judgement, intelligence and commonsense.	- Identify and use resources wisely. - Apply and build professional expertise. - Respond positively to change. - Take responsibility for managing work projects to achieve results.	- Nurture internal and external relationships. - Listen to, understand and recognise the needs of others. - Value individual differences and diversity. - Share learning and support others.	- 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.	- Communicate clearly. - Listen, understand and adapt to audience. - Negotiate confidently.	- 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	- Continuously learn and apply new knowledge. - Adapt to change and innovate. - Show curiosity and share insights. - Experiment with creative approaches. - Encourage collaboration.	- Understand data sources, quality, and tools. - Use data to identify problems and support decision-making. - Communicate insights clearly through simple data storytelling.	- 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.	- Know when and how to use AI appropriately. - Critically evaluate AI outputs and check for bias or error. - Use AI ethically, protecting data privacy.	- Provide context to help your team understand the bigger picture. - Make sound, practical decisions under pressure. - Keep solutions simple and outcomes focused.	- Explain decisions clearly and align work with shared goals. - Anticipate risks and consider long-term impacts. - Connect actions to future outcomes. - Ensure projects are completed successfully with intended results delivered.	- Build strong connections by understanding others' needs. - Embrace diversity and create inclusive environments. - Share knowledge, mentor colleagues, and help others succeed.	- Uphold ethical standards with honesty and accountability. - Take decisive action while managing risk. - Reflect on performance and seek feedback for continuous improvement.	- Communicate clearly to build mutual understanding. - Respect and adapt to different perspectives. - Communicate ideas so they are heard and acted upon.	- Lead in hybrid and flexible environments. - Set clear goals and expectations. - Ensure accountability and deliver results. - Make transparent, ethical decisions that align with agency values.