



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 Australian 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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Artist: Jason Douglas

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.

Candidate Kit

Position Title:	Policy & Stakeholders Graduate - Affirmative Measures (Indigenous)
Classification:	APS Level 4
Employment status:	Ongoing
Number of vacancies:	One
Employment type:	Full-time
Salary:	\$81,115 – \$87,920 + 15.4% employer super contribution
Group:	Policy and Stakeholders
Location:	Canberra (Ngunnawal Country) or Melbourne (Naarm) for 12 months of the Graduate Program. Employees can maintain a hybrid approach of working in the office and from home after completion of the 12-month graduate development program.
Security Classification:	BASELINE
Contact officer	To have a chat with someone about the role, please contact: Matthew McLeay Phone: (02) 6283 2063 Matthew.McLeay@ipaustalia.gov.au

To have a yarn with someone in our Indigenous Employee Network (IEN) about what it's like to work at IP Australia, please contact: IEN@ipaustalia.gov.au

Group Responsibilities

Policy & Stakeholders Group (PSG) is the agency lead on government, international and stakeholder engagement and the engine room of economic research and strategic analysis. Responsibilities include policy development and implementation, knowledge products such as the IP Report and economic research program, and our indigenous and strategic engagement. We are taking the lead on important policy work including engagement on Indigenous Knowledge and Design Reform in support of enhanced delivery of IP rights. PSG works across the agency, contributing to all of IP Australia's strategic goals.

Section Responsibilities

PSG's four policy teams develop and implement policy, legislation and reforms across trade marks, geographical indications, patents, artificial intelligence, designs, plant breeder's rights, major sporting events and regulatory simplification. They also lead Australia's IP engagement through trade agreements, the World Intellectual Property Organization and other international forums, including cooperation on patents, Indigenous Knowledge, health and vaccines, and the attorney profession.

The Office of the Chief Economist provides economic research, data and analysis, including the annual Australian IP Report, to inform policy, operational priorities and understanding of IP's contribution to innovation, investment and economic growth.

The Indigenous and Strategic Engagement team manages the Indigenous Knowledge Panel, leads culturally safe Indigenous engagement and capability initiatives, supports implementation of the First Nations Strategy, and coordinates ministerial, parliamentary and whole-of-government engagement.

Learn more about the Policy and Stakeholder Group (PSG) by reviewing the [PSG Snapshot](#), which provides an overview of PSG's role, functions and teams.

Our Opportunity

As a Policy & Stakeholders Group Graduate in the Policy & Stakeholders Group, you will contribute to meaningful work that shapes intellectual property policy, informs decisions and supports outcomes for Australia. You will build practical experience in research, analysis, policy development, stakeholder engagement and governance.

Our work spans a diverse range of emerging and evolving policy issues, including artificial intelligence and new technologies, Indigenous Knowledge reforms, international cooperation and trade, entrepreneurship and competition, a

new right to protect geographical indications, and reforms to existing intellectual property rights, with a focus on driving positive outcomes and change.

Working with experienced colleagues, you will help prepare advice, briefs and reports; support consultations and projects; and build respectful relationships with government, industry, First Nations stakeholders and other partners. You will be encouraged to bring your perspectives, strengthen your professional networks and contribute ideas from the outset.

The program combines structured development, mentoring and on-the-job learning across policy, economics, international affairs and strategic engagement. It is suited to a curious, collaborative and adaptable graduate who wants to understand how government develops, implements and evaluates policy while making a practical contribution.

We are looking to fill this position on an ongoing basis.

At the end of the recruitment process anyone rated suitable 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.

Job specific capabilities

The Policy & Stakeholders Group Graduate will be supported through structured learning, mentoring, professional networks and on-the-job experience, including participation in the Australian Government Graduate Program.

During the first 12 months, the successful applicant will rotate through the Policy and International Affairs, Indigenous and Strategic Engagement, and Office of the Chief Economist teams. Subject to successful completion of the Graduate Development Program and meeting performance expectations, the graduate will transition to an ongoing APS Level 5 role in an economics or policy team.

The role is located in either Canberra or Melbourne for the duration of the 12-month Graduate Development Program.

However, applicants who relocate to take up the opportunity may be able to return to their home location and work from home after successfully completing the program, provided all program requirements are met, including performance expectations. Relocation expenses may be offered to the successful applicant.

In this role, you will:

- Research and analyse policy, economic and stakeholder issues to support evidence-based advice and strategic initiatives.
- Prepare clear, accurate briefs, reports, correspondence, presentations and other materials for a range of audiences.
- Support the design, implementation and review of policy, program and regulatory initiatives, applying relevant legislation, policies and procedures.
- Help plan and deliver consultations, workshops, meetings and other engagement activities, including culturally safe engagement with Aboriginal and Torres Strait Islander peoples, communities and organisations.
- Undertake international policy and research with overseas partners and support IP Australia's representation at the World Intellectual Property Organization in Geneva.
- Build and maintain productive relationships across government, industry, academia, First Nations stakeholders and international partners.
- Contribute to project planning and coordination, monitor progress and risks, and deliver agreed outputs within timeframes and quality standards.
- Maintain accurate records and project documentation in accordance with governance and record-keeping requirements.
- Work collaboratively across teams, seek and apply feedback, and contribute to an inclusive, culturally safe and high-performing workplace.

Applicants are encouraged to review the attached Capability Framework, which outlines the agency-wide behavioural descriptors for the five core capabilities at this classification.

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.

The ideal applicant will demonstrate:

- Clear and adaptable written and verbal communication skills.
- The ability to build respectful, effective relationships with internal and external stakeholders.
- Research, analytical and problem-solving skills, with the ability to draw insights from evidence.
- Sound judgement, attention to detail and the ability to manage competing priorities.
- The ability to work independently and collaboratively in diverse teams.
- Curiosity, adaptability and a commitment to learning, seeking feedback and continuous development.
- A commitment to the APS Values, integrity, cultural safety and respectful engagement with Aboriginal and Torres Strait Islander peoples.

Eligibility to apply

To be eligible to apply for this opportunity, applicants must:

- be of Aboriginal and/or Torres Strait Islander descent and provide acceptable evidence of heritage through the recruitment process;
- have completed (on or after 13 December 2021), or will complete by 30 December 2026, at least an Australian Qualifications Framework Level 7 qualification (a bachelor's degree), ideally in Economics, International Relations, Public Policy, Political Science, Public Administration, Law, Commerce or STEM;
- meet the Australian Government Graduate Program requirements for Australian citizenship and be able to produce evidence of degree completion; and;
- be willing and able to undergo required pre-employment checks and obtain and maintain a security clearance where required.

How to apply

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

- A current CV outlining your relevant employment history and experience.
- The names and contact details of two referees (preferably including your current manager) and;
- Your response to the three application questions. Please respond to each application question below, in 300 words or less per question. You can use examples from your studies, employment, community, culture, volunteering, caring responsibilities, sport or other life experiences. Please only share information you feel comfortable including. You will be asked to upload your responses as one attachment.

Question 1: Motivation and contribution

What interests you about this graduate opportunity, and what skills, strengths and experiences would you bring to policy, economic research or stakeholder work at IP Australia?

Question 2: Curiosity and potential

We'd love to hear about something you are passionate about, interested in or curious to learn more about. Why does it matter to you, and how would your curiosity and willingness to learn help you contribute to this graduate opportunity?

Question 3: Collaboration and learning

Tell us about a time you worked with others to achieve a shared goal. What contribution did you make, how did you respond to feedback or challenges, and what did you learn from the experience?

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.

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.

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

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, application question responses and resume, joining us for an interview, and confirming your details with your referee/s.

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.

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

Graduate program eligibility

Applicants must:

- be of Aboriginal and/or Torres Strait Islander descent and provide acceptable evidence of heritage through the recruitment process;
- have completed (on or after 13 December 2021), or will complete by 30 December 2026, at least an Australian Qualifications Framework Level 7 qualification (a bachelor's degree), ideally in Economics, International Relations, Public Policy, Political Science, Public Administration, Law, Commerce or STEM;
- meet the Australian Government Graduate Program requirements for Australian citizenship and degree recency; and
- be willing and able to undergo required pre-employment checks and obtain and maintain a security clearance where required.

Suitable applicants may be placed in a merit pool for consideration by IP Australia or other Commonwealth entities; employment conditions and program features may vary between agencies.

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 our Policy and Stakeholder First Nations Graduate, you must:

- be an Aboriginal and/or Torres Strait Islander person and be able to provide documentation as evidence to confirm your Aboriginal and/or Torres Strait Islander heritage; and
- 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.

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.

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.

The logo for 'Live Work Achieve' features the words 'Live', 'Work', and 'Achieve' in a large, bold, sans-serif font. Above 'Live' is a small orange dot, and above 'Achieve' is a small yellow dot. Below the main text is the tagline 'IP AUSTRALIA - TOGETHER WE CAN.' in a smaller, bold, sans-serif font. The entire logo is set against a white background with a black border.

- 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](#).

IP Australia Capabilities: APS Level 4

This is an overview of the capability profile for the APS4 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	- 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.	- Support shared purpose and direction. - Think strategically and 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.
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.	- 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.	- Deliver tasks and projects by focusing on outcomes. - Take ownership, stay proactive and resilient. - Use resources wisely to achieve quality results.	- Collaborate and involve others to achieve results. - Recognise contributions and value different perspectives. - Share information openly. - Foster learning opportunities. - Delegate effectively.	- Show motivation, resilience, and integrity by pursuing goals proactively. - Stay focused under pressure. - Act with honesty and professionalism. - Learn from mistakes. - Manage emotions effectively.	- 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.