

# 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
<b>Capability descriptor</b>	<ul style="list-style-type: none"> <li>Curiosity and openness.</li> <li>Collaboration, experimentation and creativity.</li> </ul>	<ul style="list-style-type: none"> <li>Data awareness.</li> <li>Data-informed decision making.</li> <li>Data communication.</li> </ul>	<ul style="list-style-type: none"> <li>Digital navigation, communication and collaboration.</li> <li>Digital protection and safety.</li> <li>Technical proficiency and problem solving.</li> </ul>	<ul style="list-style-type: none"> <li>Use AI appropriately and effectively.</li> <li>Make and own informed decisions.</li> <li>Protect information and privacy.</li> </ul>	<ul style="list-style-type: none"> <li>Support shared purpose and direction.</li> <li>Think strategically and harness information and opportunities.</li> <li>Show judgement, intelligence and commonsense.</li> </ul>	<ul style="list-style-type: none"> <li>Identify and use resources wisely.</li> <li>Apply and build professional expertise.</li> <li>Respond positively to change.</li> <li>Take responsibility for managing work projects to achieve results.</li> </ul>	<ul style="list-style-type: none"> <li>Nurture internal and external relationships.</li> <li>Listen to, understand and recognise the needs of others.</li> <li>Value individual differences and diversity.</li> <li>Share learning and support others.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate public service professionalism and probity.</li> <li>Engage with risk and show personal courage.</li> <li>Commit to action.</li> <li>Promote and adopt a positive and balanced approach to work.</li> <li>Demonstrate self-awareness and a commitment to personal development.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate clearly.</li> <li>Listen, understand and adapt to audience.</li> <li>Negotiate confidently.</li> </ul>
<b>Capabilities in action</b>	<ul style="list-style-type: none"> <li>Continuously learn and apply new knowledge.</li> <li>Adapt to change and innovate.</li> <li>Show curiosity and share insights.</li> <li>Experiment with creative approaches.</li> <li>Encourage collaboration.</li> </ul>	<ul style="list-style-type: none"> <li>Understand data sources, quality, and tools.</li> <li>Use data to identify problems and support decision-making.</li> <li>Communicate insights clearly through simple data storytelling.</li> </ul>	<ul style="list-style-type: none"> <li>Use digital technologies effectively by keeping up with new digital trends.</li> <li>Collaborate respectfully and professionally online.</li> <li>Protect privacy and data, staying alert to cyber threats.</li> <li>Solve problems creatively using digital tools.</li> </ul>	<ul style="list-style-type: none"> <li>Know when and how to use AI appropriately.</li> <li>Critically evaluate AI outputs and check for bias or error.</li> <li>Use AI ethically, protecting data privacy.</li> </ul>	<ul style="list-style-type: none"> <li>Understand and support the agency's vision, mission, and goals.</li> <li>Think ahead and use good judgment.</li> <li>Focus on results that contribute to broader objectives – even if you're not setting the strategy.</li> </ul>	<ul style="list-style-type: none"> <li>Deliver tasks and projects by focusing on outcomes.</li> <li>Take ownership, stay proactive and resilient.</li> <li>Use resources wisely to achieve quality results.</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate and involve others to achieve results.</li> <li>Recognise contributions and value different perspectives.</li> <li>Share information openly.</li> <li>Foster learning opportunities.</li> <li>Delegate effectively.</li> </ul>	<ul style="list-style-type: none"> <li>Show motivation, resilience, and integrity by pursuing goals proactively.</li> <li>Stay focused under pressure.</li> <li>Act with honesty and professionalism.</li> <li>Learn from mistakes.</li> <li>Manage emotions effectively.</li> </ul>	<ul style="list-style-type: none"> <li>Foster understanding and guide others by communicating clearly.</li> <li>Listen actively to understand different perspectives.</li> <li>Adapt your message to ensure ideas are heard, valued, and drive action.</li> </ul>