IP Australia Capabilities: APS Level 2

Australian Government
IP Australia

This is an overview of the capability profile for the APS2 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.

IP Australia Capabilities: APS Level 3

This is an overview of the capability profile for the APS3 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.

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.

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.

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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 supports 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.

IP Australia Capabilities: APS Level 6

This is an overview of the capability profile for the APS6 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.	• 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 supports 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.	• 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.	• Lead effectively in a hybrid and flexible environment. • Set clear goals and ensure accountability. • Make transparent, ethical decisions aligned with agency values.

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.

IP Australia Capabilities: Executive Level 2

This is an overview of the capability profile for the EL2 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. • Marshal professional expertise. • Steer and implement change and deal with uncertainty. • Ensure closure and deliver on intended results.	• Nurture internal and external relationships. • Facilitate cooperation and partnerships. • Value individual differences and diversity. • Guide, mentor and develop people.	• Demonstrate public service professionalism and probity. • Engage with risk and show personal courage. • Commit to action. • Display resilience. • 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. • Use data and insights to inform decisions. • Adapt and lead through change and uncertainty. • 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. • Foster a positive and professional workplace.	• 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.

IP Australia Capabilities: Senior Executive Service (SES)

This is an overview of the capability profile for the SES 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 and direction. • Focus strategically. • Harness information and opportunities. • Show judgement, intelligence and commonsense.	• Build organisational capability and responsiveness. • Marshal professional expertise. • Steer and implement change and deal with uncertainty. • Ensure closure and deliver on intended results.	• Nurture internal and external relationships. • Facilitate cooperation and partnerships. • Value individual differences and diversity. • Guide, mentor and develop people.	• Demonstrate public service professionalism and probity. • Engage with risk and show personal courage. • Commit to action. • Display resilience. • 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.	• Support the agency's vision, mission, and goals. • Think ahead and use good judgment to make informed decisions. • Focus on outcomes that help achieve broader objectives. • Identify opportunities using data and insights. • Apply practical solutions that balance risks and benefits.	• Deliver tasks and projects by focusing on outcomes. • Stay proactive and resilient and take ownership of results. • Manage resources effectively to achieve quality outcomes.	• Collaborate and involve others to achieve shared goals. • Recognise contributions and consider diverse perspectives. • Share information openly and foster learning opportunities. • Delegate effectively and build team capability.	• Show motivation, resilience, and integrity. • Pursue goals proactively and stay focused under pressure. • Act with honesty and professionalism. • Take responsibility, learn from mistakes and manage emotions effectively.	• Guide and support others through clear communication. • Listen actively and seek to understand diverse perspectives. • Adapt your message so ideas are heard, valued, and acted on.	• 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.