



AUSTRALIAN EMBASSY CHINA

Agency	IP Australia
Location	Australian Embassy, Beijing
Position Title	Research and Program Officer (Intellectual Property)
Position Number	BJ13-001
Classification	LE4
Section	IP Australia
Reports to (title)	Counsellor, IP Australia
Status	Ongoing, Full-time
Annual Salary Package	RMB168,753.00 (plus loading if applicable)

The IP Australia section of the Australian Embassy China is seeking applications for the locally engaged staff position of Research and Program Officer.

About IP Australia

IP Australia administers intellectual property (IP) rights in Australia, providing an effective legal framework for businesses to protect their technology, brands, and ideas. Our vision is to have a world leading IP system that builds prosperity for Australia.

IP Australia uses its expertise, skills and experience to advise the Australian Government and provide information to help Australian business make the most of their IP, both in Australia and abroad.

About the position

The Research and Program Officer (Intellectual Property) supports the Counsellor (Intellectual Property) to develop and maintain relationships with intellectual property stakeholders and to assist businesses. The position provides language support, undertakes policy research and analysis, supports outreach and engagement program logistics, develops sound working networks with Chinese stakeholders and arranges visits by Australian and Chinese officials and other delegations.

The key responsibilities of the position include, but are not limited to:

- Monitor and analyse developments of China's major policies and legislation relevant to the agency's responsibilities
- Establish and maintain productive working relationships with relevant Australian and Chinese government agencies and other stakeholders
- Provide high-level support for outreach and engagement programs, as well as visits and meetings, including by external delegations, such as in program design, logistical arrangements, etc.
- Prepare translations of documents and reports and provide interpreting in meetings and other events to a high standard
- Provide administrative support for the portfolio's work, including financial and travel matters.

Qualifications/Experience

- Tertiary qualifications and ability to communicate effectively (orally and written) in both English and Mandarin essential. This includes strong interpreting and translation skills.
- Demonstrated ability to undertake research and produce high quality analysis on issues of interest.
- Good understanding of China's political and economic environment, and strong knowledge of China's IP systems, is highly desirable.
- Ability to prioritise a busy workload, work under pressure and to deadlines with great attention to detail. Flexibility, adaptability and initiative, and an ability to work independently and as part of a team.
- Sound competence in using Microsoft software, particularly Word and Excel, databases and internet-based research.

Additional information

Applications are invited from both Chinese and Australian nationals. Australian nationals receive a salary loading in lieu of local benefits they are not eligible to receive.

The successful applicant is required to complete relevant pre-employment procedures before commencement.

How to Apply

Submit an application via email to ChinaRPCHR@dfat.gov.au by **5:00pm, Wednesday 16 June 2021**. Applications received after the closing date and time may not be considered. The subject line of your email should include the Position Number and Position Title you are applying for.

Your application, written in English, must include:

- Completed 'Application for Locally Engaged Staff Employment'. See **Attachment A**.
- Curriculum Vitae (maximum 2 pages)
- Your application pitch (maximum 750 words). See **Attachment B** and tips on writing a pitch below.

Applications must be in either Microsoft Word or PDF format, with a maximum email size of 3MB.

For inquiries regarding this position, please contact the Human Resources section at ChinaRPCHR@dfat.gov.au.

Please note that due to the large volume of applications received, we are unable to respond to each applicant. We endeavour to respond to applicants of interest within a period of four weeks from the application closing date. If you are not requested to attend an interview, please consider your application unsuccessful.

Writing an Application Pitch

Your application pitch is a chance to tell us why you are the right person for the job. We want to know why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role.

Your pitch is a marketing document, promoting how you are a strong candidate for the opportunity on offer. This means you should:

- Research the opportunity: read the position description, key responsibilities, and required qualifications and experience carefully; and research the department and its role.
- Know what you have to offer that is relevant: identify your relevant skills, knowledge, experience, qualities; map your relationships with colleagues, clients, and stakeholders to identify what experience is relevant; select examples that demonstrate relevant experience using your skills and knowledge, ones that are of a level of complexity to match the position you are pitching for.
- Make a persuasive case that what you have to offer will enable you to contribute, add value and deliver results.

You do not need to use a different example to demonstrate each of the skills required in the position overview. For example, if the position description states we are looking for a confident communicator, the ability to problem solve and work as part of a team, you could use one example that demonstrates all of these skills. You could then use another example that demonstrates the other skills required.

Try not to duplicate information that can already be found in your curriculum vitae but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Try the three-part format as a way to organise your material:

1. General statement about the criterion
2. Specific example/s to support the criterion
3. Link to job on offer

Consider using the **STAR** method when detailing your examples. The STAR method enables the selection committee to determine the context of the situation, what the task was and what actions you took to achieve a result.

Situation: Describe the situation that you were in or the task that you needed to complete. This should be a description of a specific event or situation, not a generalised description of what you have done in the past and should give enough detail for the panel to understand the context. This situation can be from a previous job, volunteer experience, university or any relevant event where you can demonstrate your skills against the position overview

Task: What was your role? What were you responsible for?

Actions: Describe the actions you took to address the situation. Include an appropriate amount of detail and keep the focus on YOU. What specific steps did you take and what contribution did you make? Be careful that you don't describe what the team or group did when talking about a project. For example, the team may have achieved a good result however what part did you play, what specific things did you do to contribute to the end result?

Results: Describe the outcome of your actions. What happened? How was the issue resolved or how did the event end? What did you accomplish? What did you learn and what would you do differently next time? How did the end result impact on the objective of the organisation or team?