

UNCLASSIFIED



**Australian Government**  
**Independent Parliamentary**  
**Expenses Authority**

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# CANDIDATE INFORMATION PACK

## **APS5 Analyst, Data and Reporting**

Independent Parliamentary Expenses Authority (IPEA)

**Applications Close:** 11:30 PM AEST, Sunday 6 April 2025



## About IPEA

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IPEA is an independent Commonwealth statutory authority with advisory, reporting and assurance responsibilities for the work expenses of parliamentarians and their staff.

We successfully deliver our objectives by creating a culture of accountability and transparency in the provision and use of parliamentary work resources. Our approach is to guide Parliamentarians and their staff with the development of tailored education, advice, reporting to assist with compliance and enforcement as appropriate.

IPEA does this by:

- providing advice to parliamentarians and their staff employed under the *Members of Parliament (Staff) Act 1984 (MOP(S) Act)* on travel expenses and allowances
- monitoring parliamentarians and MOP(S) Act employees regarding travel expenses, allowances, and related expenses
- administering travel expenses, allowances, and related expenses, including processing of these claims
- educating parliamentarians and their staff and raising awareness of the Parliamentary Business Resources framework
- publically reporting on work expenses under the Parliamentary Business Resources framework
- assuring and auditing the use of travel resources
- advising, educating and raising awareness about the Parliamentary Business Resources framework and the principles to consider when making decisions about the use of taxpayer money, and
- assure the Australian public about the efficient, effective, economical and ethical use of taxpayer money.

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### Independent Parliamentary Expenses Authority Candidate Information Pack

We are a cohesive and flexible agency, promoting the Australian Public Service (APS) philosophy of one APS career, thousands of opportunities.

We value and employ our team's diverse skills, perspectives and backgrounds to achieve our goals and objectives. We welcome applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, mature-age people, and people with disability, regardless of sex, sexuality, or gender identity.

In the 2024 APS Census results IPEA ranked:

- 5<sup>th</sup> in Leadership; our immediate supervisors care, support and are invested in our employees
- 7<sup>th</sup> in Communication; we communicate effectively, we consult and communicate changes and impacts to our employees well
- 83% of our employees are satisfied with their job overall

To learn more about IPEA, including our Census results, our branches and what we do, please visit our website [here](#).

## Working Flexibility

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At IPEA we are dedicated to supporting employees manage all areas of their life by offering an inclusive environment, attractive workplace conditions, accommodating leave provisions and flexible working arrangements, including:

- flexible working hours to support work/life balance
- opportunities for part-time employment and home based work where these fit with operational requirements
- ability to purchase additional annual leave
- study assistance
- access to our Employee Assistance Program, which is designed to help IPEAns to find and be their best selves each day.

## Commitment to Diversity

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IPEA is committed to maintaining a diverse and inclusive environment to achieve our purpose. All employees are valued and respected, which has helped us to build a highly capable, innovative and adaptive workforce.

IPEA embraces difference and fosters an environment of inclusion and regard for others. Our employees feel included, valued and respected, and have access to equal opportunity. We support and develop our employees, and feature a diverse and talented workforce.

Everyone in IPEA plays a unique role in supporting its diverse, accessible and inclusive workplace. Understanding the benefits of diversity, and ensuring inclusiveness, is at the heart of our core values and work culture.

## Security Assessment

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This position is security assessed. The successful applicant will be required to hold, or to be able to obtain, a Baseline security clearance.

All applicants must be Australian Citizens.

## Job Description

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<b>Position Title:</b>	Data Analyst, Data & Reporting	
<b>Classification:</b>	APS Level 5	
<b>Salary range:</b>	\$87,352 – \$98,013	
<b>Branch:</b>	Transparency, Assurance and Legal	
<b>Position Number:</b>	9010101	
<b>Status:</b>	Ongoing / Non-Ongoing	
<b>Working hours:</b>	Full-time / Part-time	
<b>Location:</b>	Forrest, ACT	
<b>Security Classification:</b>	Baseline (Protected)	
<b>Contact Officer:</b>	<b>Name:</b> Jamie Bateman	<b>Phone:</b> (02) 6215 3511

### About you

Our ideal applicant will demonstrate strong skills and experience working in teams to deliver high quality data and reporting services. An analyst in Data and Reporting may be responsible for managing one or more of the following functions:

- prepare regular data and reporting products for internal and external stakeholders.
- liaise with internal and external stakeholders to gather, document and communicate technical and business requirements.
- provide support to internal and external stakeholders, including parliamentarians and their staff, on data and reporting relating matters.
- support project priorities and meet critical milestones.
- undertake User Acceptance Testing (UAT) of reporting products.
- support IPEA to become a data driven organisation.

### Duties and Responsibilities

1. Assist in the delivery of IPEA's reporting processes and functions.
2. Develop and maintain strong relationships with internal and external stakeholders.
3. Provide written and verbal reporting advice to parliamentarians and their staff.
4. Undertake User Acceptance Testing (UAT) of reporting products.
5. Extract, prepare, cleanse and validate data/reports using a range of tools.
6. Support the development, implementation and management of IPEA's Data Governance function.

### Skills and Capabilities

1. Strong client focus together with demonstrated client service skills.
2. Experience working in project teams to achieve positive results is desirable.
3. Demonstrated experience with, or the ability to quickly learn, data and reporting tools including SAP Analytics Cloud, PowerBI and SQL Management Studio is desirable.
4. Experience using Microsoft Excel, including strong mathematical and numeracy skills.
5. Demonstrated ability to deliver high quality outcomes on time.
6. Ability to understand and analyse problems and find solutions.
7. Strong experience working in a team environment.

## How to Apply

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### Application

You are required to provide a **one-page pitch** (minimum 10pt font and 1cm margins), **and a resume of no more than three (3) pages** demonstrating how your skills and capabilities match the duties and responsibilities.

You will be assessed against the responsibilities and capabilities (and qualifications if required) for the role, the APS Code of Conduct and the APS Values.

The APS Code of Conduct and the APS Values can be found on the Australian Public Service Commission website [here](#).

Written referee reports may be requested if you are shortlisted to interview stage.

### Submission

You are required to complete a [Personal Particulars Form](#) and forward this, along with your one-page pitch and resume to: [IPEARecruit@ipea.gov.au](mailto:IPEARecruit@ipea.gov.au)

Please ensure you include the contact details of two referees as part of your Personal Particulars Form.

If you have trouble submitting your application, please contact the IPEA Recruitment Team at: [IPEARecruit@ipea.gov.au](mailto:IPEARecruit@ipea.gov.au) or on (02) 6215 3470.