

UNCLASSIFIED



Australian Government
**Independent Parliamentary
Expenses Authority**

CANDIDATE INFORMATION PACK

**Director (EL2), Corporate (Governance, Human
Resources, Communications, and Secretariat)**

Independent Parliamentary Expenses Authority (IPEA)

Applications Close: 11:30 PM AEST, Sunday 13 April 2025



About IPEA

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, and 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
- publicly 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.

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:

- 5th out of 104 agencies in leadership; our immediate supervisors care, support and are invested in our employees
- 7th out of 104 agencies in communication; we communicate effectively, we consult and communicate changes and impacts to our employees well
- pas a place to work.

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

Working Flexibility

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

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.

Eligibility requirements

- **Citizenship** – To be employed by IPEA you must be an Australian citizen.
- **Security clearance** - Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All IPEA staff are required to have a minimum baseline security clearance prior to commencement. Successful applicants will also be required to undergo a mandatory National Criminal History check.
- **RecruitAbility** applies to this vacancy. Under the RecruitAbility scheme, you will be invited to participate in further assessment activities for the vacancy if you choose to opt-in to the scheme, declare you have a disability and meet the minimum requirements for the vacancy. All requests for reasonable adjustments will be considered and managed in consultation with you. Further information can be found at <https://www.apsc.gov.au/recruitability>.

Job Description

Position Title:	Director (EL2), Corporate	
Classification:	Executive Level 2	
Salary range:	\$151,871 - \$189,189	
Branch:	Corporate, Governance and Strategy	
Position Number:	47637	
Status:	Ongoing / Non-Ongoing	
Working hours:	Full-time	
Location:	Forrest, ACT	
Security Classification:	Baseline (Protected)	
Contact Officer:	Name: Marco Spaccavento	Phone: (02) 6215 1891

Duties and responsibilities

The Director of Corporate leads multiple corporate functions including Governance, Human Resources, Communications, and Secretariat support for the Members of the Authority.

These functions are delivered by small teams within IPEA reporting to the Director of Corporate. The Director of Corporate works to the Chief Operating Officer, and in close partnership with the Chief Financial Officer to deliver these core corporate functions. As IPEA is a small agency with close internal working relationships, the Director of Corporate also has a key role in advising IPEA's Chief Executive Officer and other branch heads.

A key focus of the role over the next 12 months will be refreshing IPEA's governance, and preparing for an anticipated Machinery of Government change.

Ongoing duties include:

1. Leadership and management of teams tasked with delivering key corporate functions;
2. Formulating policies, procedures, business plans, and other key corporate documents;
3. Drafting briefs, papers, and correspondence relevant to IPEA;
4. Providing subject matter expertise and technical advice to IPEA's CEO, COO, other senior managers, and Members of the Authority; and
5. Representing IPEA in meetings and cross-agency forums

The position is temporarily vacant through to April 2026 due to a temporary transfer of the substantive position holder. Ongoing or non-ongoing engagement will be discussed with the successful candidate.

Our ideal candidate

Our ideal candidate has a high level of experience and skill in corporate functions in the Australian Government environment, works collegiately, and is a respected leader of small teams. They will have strong working legislative knowledge, particularly of the *Public Governance, Performance and Accountability Act 2013*.

Substantial experience in more than one of the key corporate functions of this position will be highly regarded, particularly in a smaller agency environment. However, candidates who have a depth of

experience in at least one of the work streams listed, a desire to broaden their experience, and who can demonstrate a willingness and ability to learn should consider applying.

The APS Work Level Standards provide five key characteristics about the broad job requirements and operating context for this role.

Leadership and accountability
<ul style="list-style-type: none"> • Provide a strategic level of professional expertise relating to the work of the functions listed above. • Provide strategic advice, problem solving and/or issues management support for IPEA’s CEO, COO, other senior managers and Members of the Authority.
Management diversity and span
<ul style="list-style-type: none"> • Provide strategic direction to a work area, including developing business plans, strategies and priorities and monitor workflow and performance. • Develop, coach and mentor a team including performance management, conflict resolution, and identification of training needs.
Stakeholder management
<ul style="list-style-type: none"> • Develop and manage key strategic relationships with a broad range of stakeholders, promoting IPEA’s objectives. • Establish and maintain key strategic internal and external networks.
Job context and environment
<ul style="list-style-type: none"> • Work within the context of possible strategic, political and/or operational impact for the agency. • Apply and maintain an extensive understanding of the role and responsibilities of the agency, incorporating a comprehensive understanding of the agency’s impact on the wider political and community context in which it operates. • Make decisions within legislative and policy frameworks that impact significantly on the agency and may affect operations in work areas beyond the area of responsibility. • Address future agency and stakeholder needs when initiating the development of new systems, procedures, policies, methodologies and practices.
Independence and decision-making
<ul style="list-style-type: none"> • Work with a high level of autonomy under broad direction with a concurrent need to resolve issues and deliver quality outcomes. • Communicate and make balanced decisions using professional judgement, evaluating ambiguous and incomplete information, factoring in risks and being sensitive to the context. • Undertake complex analysis and interpretation and apply significant judgement in choosing a course of action to manage highly complex and/or sensitive issues.

How to Apply

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 you meet the duties and responsibilities as well as the characteristics outlined in the 'Our ideal candidate' section.

You will be assessed against how your work related qualities (skills, capabilities, personal qualities, experience and qualifications) align with the Australian Public Service Work Level Standards for this role. Detailed information on the work level standards can be found [here](#).

Consideration will also be given to the APS Code of Conduct and the APS Values which 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

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 or on (02) 6215 3470