

UNCLASSIFIED



Australian Government
**Independent Parliamentary
Expenses Authority**

CANDIDATE INFORMATION PACK

Assistant Director, Executive Level 1

Independent Parliamentary Expenses Authority (IPEA)

Applications Close: 11.30pm, Monday, 21 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, 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.

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 in Leadership; our immediate supervisors care, support and are invested in our employees
- 7th 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](#).

Our Working Environment

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.

Security Assessment

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

Position Title:	Assistant Director, Travel Expenses and Contract Branch	
Classification:	Executive Level 1	
Salary range:	\$124,395 - \$160,482	
Branch:	Travel Expenses and Contract Branch	
Position Number:	9010045	
Status:	Ongoing / Non-Ongoing	
Working hours:	Full-time / Part-time	
Location:	Forrest, ACT	
Security Classification:	Baseline (Protected)	
Contact Officer:	Name: Katrina Collins	Phone: 0461 568 002

About you

Our ideal candidate will have a strong record of leading high-performing teams to deliver a high calibre service in a fast-paced environment.

You will have or the ability to quickly gain:

- An understanding of the Commonwealth Procurement Rules and Framework that is fundamental to ensure IPEA achieves high quality outcomes and value for money.
- Proven skills and experience in procurement, and contract management are essential to this role.
- An understanding of the parliamentary environment and the legislative framework and then be able to apply and lead teams in that work.

Duties and Responsibilities

The Assistant Director role within the Travel Expenses and Contract Branch you will support the Director to lead and manage multiple teams and functions. The responsibilities of the Assistant Director include:

- overseeing administration and service delivery for travel related expenses and budgets for federal parliamentarians and their staff within agreed service level standards
- managing procurement and working with other Government agencies to apply whole-of-government arrangements to ensure IPEA procurement and practices remain compliant with Commonwealth legislation, frameworks, and policies
- ongoing monitoring and management of high value contract outputs to ensure contract requirements and standards are achieved by providers
- engaging with a variety of internal and external stakeholders to respond to complex enquiries and third-party arrangements
- contributing to and at times drafting travel related advice based on relevant legislation for parliamentarians and their staff
- supporting business led implementation and enhancement of the Parliamentary Expenses Management System (PEMS), the current ICT system used by IPEA and Clients.

Skills and Capabilities

- Demonstrated experience supervising high-performing teams in a fast-paced environment
- evidenced knowledge and experience in government procurement and contract management activities will be essential
- high-level of organisational skills, self-drive and initiative to administer accurate and timely processing of parliamentarians and their staff claims for travel resources
- demonstrated experience in writing and contributing to quality and complex documents
- the ability to build, manage and maintain strong relationships with a variety of internal and external stakeholders as well as influence others to achieve business objectives
- demonstrated ability to contribute to and form part of the leadership team within the Branch with a small integrity focussed, independent agency.

The role may require additional hours as needed, subject to further discussion with your Director and Branch Manager.

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 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

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