

UNCLASSIFIED



Australian Government
Independent Parliamentary
Expenses Authority

CANDIDATE INFORMATION PACK

Director, Executive Level 2

Independent Parliamentary Expenses Authority (IPEA)

Applications Close: 11.30 PM AEST, Thursday 17 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:	Director Client services	
Classification:	Executive Level 2	
Salary range:	\$151,871- \$189,189	
Branch:	Client Services	
Position Number:	9010031	
Status:	Ongoing / Non-Ongoing	
Working hours:	Full-time / Part-time	
Location:	Forrest, ACT	
Security Classification:	Baseline (Protected)	
Contact Officer:	Name: Jaan-Clare Witcombe	Phone: 6215 2064

About you

Our ideal candidate will demonstrate executive level skills and experience in leading teams to deliver high quality outcomes. They will have a sound understanding of the parliamentary environment or the ability to quickly get across the legislative framework and then be able to apply and lead teams in that work.

The ideal candidate will have excellent communication skills, be a strong leader and have the abilities and attributes to work as part of the executive team within a small, independent integrity agency.

Duties and Responsibilities

The Director role within the Client services branch leads and manages multiple teams and functions. The responsibilities of the Director include:

- oversight, administration and service delivery of travel claims for federal parliamentarians and their staff
- Leading the drafting and review of travel related advice based on the application of the Parliamentary Business Resources Act (PBR) and Members of Parliament (Staff) Act framework to parliamentarians and their staff
- overseeing the team that administers and pays of travel allowance claims for parliamentarians and their staff
- development, maintenance and delivery of the IPEA education program, including travel throughout Australia as needed to deliver the education program
- supporting business led implementation and enhancement of the Parliamentary Expenses Management System (PEMS), the current ICT system used by IPEA and Clients
- applying legislative interpretation skills to inform the broader work of the section
- leading short-term projects in support of Client Services Branch functions including reviewing proposed legislative changes in consultation with relevant stakeholders, meetings or forums with counterparts, ad-hoc presentations to clients, and work to strategically implement additional functions or projects relevant to the branch
- gather learnings from client advice, feedback and survey results to inform improvements to IPEA communications and services.

Skills and Capabilities

- Demonstrated strong experience leading diverse teams to consistently deliver high quality services.
- Demonstrated strong experience building and managing relationships with internal and external stakeholders.
- Strong experience in leading service delivery functions for high-level/executive clients.
- Demonstrated strong internal and external written and oral communication skills, including with high-level/executive clients and stakeholders.
- Demonstrated experience in providing high quality education to clients in the context of a complex legislative framework.
- Knowledge of, or the ability to quickly acquire knowledge of the PEMS ICT system (the current system used by IPEA and clients).
- Demonstrated ability to contribute to and form part of an executive team within a small integrity focussed independent agency.
- Demonstrated experience in the provision of advice within complex legislative frameworks.
- Qualifications in law, or a legal background is highly desirable.

The role may require additional hours as needed, subject to further discussion with senior executive.

The position is temporarily vacant through to April 2026. Ongoing or non-ongoing engagement will be discussed with the successful candidate.

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. Please note that interviews may not be conducted – selection may be based on application and referee checks only.

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

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