



Australian Government
Independent Parliamentary
Expenses Authority

CANDIDATE INFORMATION PACK

Website and Communications Officer, APS6

Independent Parliamentary Expenses Authority (IPEA)

Applications Close: 11:30 PM, AEST 8 October 2023



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.

To learn more about IPEA, 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.

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:	Website and Communications Officer	
Classification:	APS Level 6	
Salary range:	\$89,022 – 101,810	
Branch:	Corporate, Governance and Strategy	
Position Number:	9010057	
Status:	Ongoing / Non-Ongoing	
Working hours:	Full-time / Part-time	
Location:	Forrest, ACT	
Security Classification:	Baseline (Protected)	
Contact Officer:	Name: Helen Woittiez	Phone: (02) 6215 1548

About you

IPEA is seeking a dedicated professional, who is an experienced Drupal content administrator, with the capability to contribute to general communications, media projects and business as usual. To be successful in this position, you will have:

- experience in accessible website content management, preferably Drupal
- skills suited to drafting briefs, reports and responses to media queries
- the ability to work on multiple concurrent projects with limited direction
- familiarity with design software would be useful but is not essential.

Duties and Responsibilities

1. Preparing, editing, and proofing content and resources for IPEA's website.
2. Support, and contribute to IPEA's website development project.
3. Download analyses and report on Google analytics.
4. Manage, develop, and enhance content on IPEA's SharePoint intranet and provide user support.
5. Prepare and coordinate responses to media enquiries, include seeking input from stakeholders as required.
6. Measure and support media monitoring and its effectiveness.
7. Coordinate and develop a range of internal communications and provide resources and support for agency projects.
8. Responsibility for team governance, including record keeping and procurement activities.
9. Apply website standards and balance user needs to deliver high-quality content.

Skills and Capabilities

1. Experience in managing accessible website content, preferably in a Drupal environment.
2. Well-developed research, analytical, written, and oral communication skills.
3. Excellent organisation skills, and the ability to manage competing priorities in tight timeframes.
4. Strong interpersonal skills with the ability to build positive, effective relationships whilst working as a member of a small team.
5. Excellent attention to detail.

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 3908.