

UNCLASSIFIED



Australian Government
**Independent Parliamentary
Expenses Authority**

CANDIDATE INFORMATION PACK

Assistant Assurance Officer, APS4

Independent Parliamentary Expenses Authority (IPEA)

Applications Close: 11:30pm, 10 March 2024



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:	Assistant Assurance Officer
Classification:	APS Level 4
Salary range:	\$72,560 - \$82,815
Branch:	Transparency, Assurance and Legal
Position Number:	9010105
Status:	Ongoing / Non-Ongoing
Working hours:	Full-time
Location:	Forrest, ACT
Security Classification:	Baseline (Protected)
Contact Officer:	Name: Sian Thomas Phone: (02) 6215 2704

About you

IPEA is seeking a dedicated professional, with experience in research, data analysis and stakeholder engagement, to join IPEA's Audit & Assurance team. In this role, you will be responsible for reviewing and analysing parliamentary expense data post payment, liaising with parliamentarians and their staff, and ensuring expenses are compliant with the legislative framework.

Duties and Responsibilities

1. Support IPEA's Audit & Assurance team in conducting assurance activities, including research, information gathering, data analysis and drafting correspondence, having regard to relevant legislation, policies and guidelines.
2. Analyse and assess a range of travel related work expenses for Senators, Members and their employees post payment, ensuring compliance with a legislative framework and demonstrating attention to detail.
3. Contribute to the review and improvement of procedures and templates.
4. Engage with internal and external stakeholders on sensitive issues, demonstrating tact and professional judgement.
5. Provide administrative assistance in the conduct of assurance activities, drafting papers, and providing necessary preparation and records management support.

Skills and Capabilities

- Ability to analyse information received from stakeholders for accuracy, with high attention to detail.
- Well-developed written and verbal communication.
- Excellent interpersonal skills, including the ability to liaise with high profile stakeholders.
- Ability to work productively within a small team to deliver outstanding results in a high volume environment, while managing competing priorities.
- Experience in understanding or interpreting Commonwealth legislation, policy, rules or guidelines.

Experience in compliance roles and/or data analysis will be highly regarded.

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.