

UNCLASSIFIED



Australian Government
**Independent Parliamentary
Expenses Authority**

CANDIDATE INFORMATION PACK

Team Leader - Travel, Education and Advice, APS6

Independent Parliamentary Expenses Authority (IPEA)

Applications Close: 11:30 AEST, 27 February 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:	Team leader - Travel, Education and Advice	
Classification:	APS Level 6	
Salary range:	\$89,022 - \$115,991	
Branch:	Travel, Education and Advice	
Position Number:	Various	
Status:	Ongoing / Non-Ongoing	
Working hours:	Full-time	
Location:	Forrest, ACT	
Security Classification:	Baseline (Protected)	
Contact Officer:	Name: Kayla Wood	Phone: (02) 6215 3561

About you

Our ideal applicant is experienced working as part of a client-centric service delivery team to provide high quality services, advice, and support to a complex and high-profile client group. You will work closely with the relevant Assistant Director to allocate work, administer travel, provide education to clients and stakeholders and respond to queries from parliamentarians and their staff. You will demonstrate excellent customer service and a commitment to delivery of IPEA's functions.

This is a position of trust, and you must have a strong understanding of the sensitivities involved in providing services and advice to high profile clients, as well as collecting, storing and using information of a sensitive and complex nature.

While the initial vacancy is located in the Travel Allowances team, our intention is to create a merit pool to fill any further APS6 vacancies which may arise in the Travel, Education and Advice branch.

Duties and Responsibilities

1. Manage, supervise a team that processes travel-related claims for parliamentarians and their staff, and ensure the legislative requirements and service level standards are met.
2. Build and maintain working relationships within IPEA and with stakeholders and use your networks and expertise to problem solve incidents and deliver quality services.
3. Respond to queries and requests for advice from parliamentarians and their employees, and former parliamentarians in accordance with the legislative framework.
4. Draft Ministerial correspondence, briefings, and other general advice, internal procedure documents and website content as required.
5. Deliver IPEA education to a high standard, in both face-to-face and virtual settings as required.
6. Draft and provide input to new education material as required.

Skills and Capabilities

1. Excellent written and verbal communication skills, including providing superior customer service over the phone and in writing.
2. Experience working within and interpreting complex legislative frameworks or the ability to quickly acquire the knowledge to do so.
3. Proven work prioritisation skills and flexibility to work across different teams and tasks as needed.
4. Strong analytical, investigative and problem solving skills.
5. Ability to manage diverse team environments with a focus on fostering a cohesive and high performing team culture.

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 duties for the role and the APS Integrated Leadership System (ILS), the APS Code of Conduct and the APS Values.

The Integrated Leadership System (ILS) can be found through the Australian Public Service Commission website [here](#).

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.