

UNCLASSIFIED



Australian Government
**Independent Parliamentary
Expenses Authority**

CANDIDATE INFORMATION PACK

Assistant Director, Data and Reporting, EL1
Independent Parliamentary Expenses Authority (IPEA)
Applications Close: 11:30 PM AEDT, Tuesday 5 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 Director , Data and Reporting	
Classification:	Executive Level 1	
Salary range:	\$115,232 - \$148,661	
Branch:	Transparency, Assurance and Legal	
Position Number:	00037141	
Status:	Ongoing	
Working hours:	Full-time	
Location:	Forrest, ACT	
Security Classification:	Baseline (Protected)	
Contact Officer:	Name: Nicole Pearson	Phone: (02) 6215 3991

About you

Our ideal applicant will demonstrate strong skills and experience in managing teams to deliver quality data and reporting services. The Assistant Director, Data & Reporting is responsible for the following functions:

- supporting IPEA to become a data driven organisation
- preparing ad hoc and regular data and reporting products for internal and external stakeholders
- providing data and reporting related assistance to parliamentarians and their staff
- managing access to software and systems for IPEA staff
- overseeing IPEA's data register.

Our intention is to create a merit pool to fill further EL1 positions that may arise in the Transparency, Assurance and legal branch.

Duties and Responsibilities

1. Lead, mentor and develop a team to deliver IPEA's reporting function.
2. Lead the development, implementation and management of IPEA's Data Governance Office.
3. Manage the development of data analysis products to support IPEA and external stakeholders.
4. Provide written and verbal reporting assistance to parliamentarians and their staff.
5. Develop and maintain strong relationships with internal and external stakeholders.
6. Identify opportunities to improve data and reporting product offerings.
7. Prepare formal briefings, reports, board papers and correspondence as required.

Skills and Capabilities

1. Shapes strategic thinking
2. Achieves results
3. Cultivates productive working relationships
4. Exemplifies personal drive and integrity
5. Communicates with influence

Whilst not mandatory, qualifications/experience in data, analysis and reporting would 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 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.