



Australian Government  
Independent Parliamentary  
Expenses Authority

---

# CANDIDATE INFORMATION PACK

## **Human Resources Advisor, APS 5**

Independent Parliamentary Expenses Authority (IPEA)

**Applications Close:** 11.30pm, Sunday, 15 June 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, and 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
- publicly 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:

- 5<sup>th</sup> out of 104 agencies in leadership; our immediate supervisors care, support and are invested in our employees
- 7<sup>th</sup> out of 104 agencies 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, and 83% would recommend IPEA as a place to work.

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 IPEA employees 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.

## Eligibility requirements

---

- **Citizenship** – To be employed by IPEA you must be an Australian citizen.
- **Security clearance** - Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All IPEA staff are required to have a minimum baseline security clearance prior to commencement. Successful applicants will also be required to undergo a mandatory National Criminal History check.
- **RecruitAbility** applies to this vacancy. Under the RecruitAbility scheme, you will be invited to participate in further assessment activities for the vacancy if you choose to opt-in to the scheme, declare you have a disability and meet the minimum requirements for the vacancy. All requests for reasonable adjustments will be considered and managed in consultation with you. Further information can be found at <https://www.apsc.gov.au/recruitability>.

## Job description

---

<b>Position Title:</b>	Human Resources Advisor	
<b>Classification:</b>	APS Level 5	
<b>Salary range:</b>	\$87,351 - \$98,013	
<b>Branch:</b>	Corporate	
<b>Position Number:</b>	36442	
<b>Status:</b>	Ongoing / Non-Ongoing	
<b>Working hours:</b>	Full-time / Part-time	
<b>Location:</b>	Forrest, ACT	
<b>Security Classification:</b>	Baseline (Protected)	
<b>Contact Officer:</b>	<b>Name:</b> Justine Rathmell	<b>Phone:</b> (02) 6215 3980

### About the team

The IPEA HR team is responsible for general HR queries, employment conditions, payroll, recruitment, performance management, WHS, and HR strategy development and implementation. We work to build an inclusive and capable workforce and provide managers and staff with expert advice and support relevant to their employment conditions as detailed in the IPEA 2024-27 Enterprise Agreement. Working closely with the Senior HR Advisor, you will provide a high level of administrative support across a variety of platforms and provide accurate and timely advice to our workforce.

The successful candidate will work in a small team and must be self-directed and able to work flexibly across a broad range of subject matter.

### Key Responsibilities

- Support delivery of HR services by providing procedural and administrative coordination, including management of email inboxes, and correspondence
- Provide accurate and timely advice to our workforce
- Manage employees' payroll enquiries through the Service Delivery Office (SDO) including monitoring SDO ticketing portal to ensure items are actioned
- Coordinate and manage end to end recruitment processes and onboarding
- Maintain a high standard of confidentiality and privacy, and escalating queries to appropriate stakeholders
- Assist in the implementation of a wide range of workplace initiatives including raising awareness events and other L&D or culture activities, via news article and all staff notifications
- Maintain consistent and effective record keeping
- Support other functions of the Corporate Branch as needed.

## Our ideal candidate

The APS Work Level Standards provide five key characteristics about the broad job requirements and operating context for each classification level.

IPEA is seeking candidates who possess the following job specific skills and attributes aligned to the corresponding WLS.

<b>Leadership and accountability</b>
<ul style="list-style-type: none"> <li>• Demonstrated commitment to the provision of quality customer service, including identifying needs and managing expectations</li> <li>• Provide professional and policy advice to IPEA employees and leadership</li> <li>• Have accountability for task and decisions that supports the team in achieving agency goals through the provision of guidance and quality assurance.</li> </ul>
<b>Management diversity and span</b>
<ul style="list-style-type: none"> <li>• Coordinate the workflow and outcomes of HR activities and tasks</li> <li>• High level of organisational skills, attention to detail and ability to effectively prioritise requests while maintaining high standards and accuracy</li> <li>• Maintain a high standard of confidentiality and privacy, and escalating queries to appropriate stakeholders.</li> </ul>
<b>Stakeholder management</b>
<ul style="list-style-type: none"> <li>• Strong communication, self-motivated, and cooperative team-player with integrity, drive and resilience</li> <li>• Build and sustain effective relationships with stakeholders to achieve work area and agency goals, including consultation with staff, leadership and the payroll provider (SDO)</li> <li>• Develop and support complex relationships while maintaining internal and external networks.</li> </ul>
<b>Job context and environment</b>
<ul style="list-style-type: none"> <li>• Experience working in a HR Advisor role, and/or has experience with APS recruitment, Tertiary qualifications in HR</li> <li>• An understanding of relevant legislation in the Public Service environment (Commonwealth, State or Local)</li> <li>• Experience in the use of SAP, or similar HR system (HRIS) is highly desirable.</li> </ul>
<b>Independence and decision-making</b>
<ul style="list-style-type: none"> <li>• Demonstrated ability to work effectively both independently and collaboratively as part of a team with limited supervision.</li> <li>• Problem solving skills, including the capacity to interpret policy and exercise initiative, judgement and discretion, when appropriate.</li> </ul>

## How to apply

---

### Application

Your application should include

- A 750-word pitch with clear examples of how you meet the key responsibilities as well as the characteristics outlined in the 'our ideal candidate' section
- A resume of no more than three (3) pages
- Personal Particulars form

You will be assessed against how your work-related qualities (skills, capabilities, personal qualities, experience and qualifications) align with the Australian Public Service Work Level Standards and key responsibilities for this role. Detailed information on the work level standards can be found [here](#).

Consideration should also be given to the APS Code of Conduct and the APS Values which 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

Your completed **Personal Particulars Form**, found on the how to apply section on the [IPEA website](#) along with your **pitch** and **resume should be email** to: [ipearecruit@ipea.gov.au](mailto: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 IPEA's Recruitment Team at: [ipearecruit@ipea.gov.au](mailto:ipearecruit@ipea.gov.au) or on (02) 6215 3470.