



Australian Government
Independent Parliamentary
Expenses Authority

CANDIDATE INFORMATION PACK

Assistant Director (EL1), Procurement and Contracts

Independent Parliamentary Expenses Authority (IPEA)

Applications Close: 11.30pm, Monday, 2 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:

- 5th out of 104 agencies in leadership; our immediate supervisors care, support and are invested in our employees
- 7th 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 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.

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

Position Title:	Assistant Director - Procurement and Contracts	
Classification:	EL1	
Salary range:	\$124,395 - \$160,482	
Branch:	Travel Expenses and Contracts Branch	
Position Number:	9010045	
Status:	Ongoing / Non-Ongoing	
Working hours:	Full-time / Part-time	
Location:	Forrest, ACT	
Security Classification:	Baseline (Protected)	
Contact Officer:	Name: Katrina Collins	Phone: 0461 568 002

Duties and Responsibilities

As the Assistant Director, procurement and contracts, within the Travel Expenses and Contract Branch you will support the Director to lead and manage multiple teams and functions.

One of the key responsibilities for the branch and a critical component to this role is the contract management and future procurement for the travel services provider to parliamentarians and their staff that must be used when booking travel and meet official travel needs. This is a critical infrastructure piece for the agency that underpins the services provided to our key stakeholders.

The key responsibilities include:

- Contribute significant skills and expertise to, and lead in the delivery of, procurement activities for a contracted travel provider including planning, documenting, implementing, monitoring, and reporting in line with the *Public Governance, Performance and Accountability Act 2013* (PGPA) and related rules and guidance.
- ongoing monitoring and management of high value contract outputs to ensure contract requirements and standards are achieved by providers.
- support the day-to-day management of travel related expenses and budgets for federal parliamentarians and their staff within agreed service level standards.
- engage with a variety of internal and external stakeholders to respond to complex enquiries and third-party arrangements.
- maintain accurate records, including generating reports to track performance and identify areas of improvement.

Our ideal candidate

You will have proven experience in procurement and contract management activities in the Australian Government environment and are looking to contribute to a critical procurement process for the travel services provider. You will be able to work collegiately across teams and will be a respected leader to high performing teams to deliver a high calibre service in a fast-paced environment. You will have strong working legislative knowledge, particularly the *Public Governance, performance and Accountability Act 2013*.

The APS Work Level Standards provide five key characteristics about the broad job requirements and operating context for this role.

Leadership and accountability
<ul style="list-style-type: none"> • Demonstrated interpersonal skills including the ability to liaise effectively and manage relationships with internal and external stakeholders, including IPEA's leadership cohort and senior management. • Consider and effectively manage competing priorities and strategic directions when achieving team planning and project outcomes in line with agency goals and objectives. • Undertakes performance management responsibilities in a timely and constructive manner. • Engage with risk, including the conduct of risk assessment and management activities.
Management diversity and span
<ul style="list-style-type: none"> • Manage several employees performing diverse tasks across two streams. • High-level of organisational skills, self-drive and initiative to administer accurate and timely processing of parliamentarians and their staff claims for travel resources. • Plan and monitor work processes, direct and coordinate quality assurance practices and set performance indicators. • Build capability in a team environment through coaching others, providing performance feedback, conflict resolution and encouraging career development.
Stakeholder management
<ul style="list-style-type: none"> • Engage and collaborate with key stakeholders to identify opportunities, achieve outcomes, and facilitate cooperation. • The ability to build, manage and maintain strong relationships with a variety of internal and external stakeholders as well as influence others to achieve business objectives. • Demonstrated communication skills that illustrate the ability to articulate complex information to a broad range stakeholder. • Identify new stakeholders considering future needs and direction in a changing environment.
Job context and environment
<ul style="list-style-type: none"> • Practical experience in navigating procurement frameworks, negotiating contracts, and managing relationships and compliance, including knowledge in Commonwealth Government procurement, to establish clear criteria conducting due diligence, adhering to legal and regulatory frameworks ensuring accountability throughout the process. • Attain and maintain an in-depth knowledge and compliance with, legislative, policies, risk frameworks, guidelines and Commonwealth Procurement Framework and contract management. • Understand the parliamentary environment and the legislative framework.
Independence and decision-making
<ul style="list-style-type: none"> • Monitor, assess, and report on contract management performance. • Communicate and make decisions that are based on professional judgement, evaluating risks and in the context of a complex and changing environment. • Work with a level of independence, under broad direction, with a concurrent need to resolve issues and deliver quality outcomes.

How to apply

Application

You are required to provide:

- 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 for this role. Detailed information on the work level standards can be found [here](#).

Consideration will 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

You are required to complete a [Personal Particulars](#) form and forward this, along with your 750 word pitch and resume to: IPEARecruit@ipea.gov.au

If you have trouble submitting your application, please contact the IPEA Recruitment Team at: IPEARecruit@ipea.gov.au or on (02) 6215 3470