



Australian Government
Independent Parliamentary
Expenses Authority

CANDIDATE INFORMATION PACK

Team Leader, APS 6 Level

Independent Parliamentary Expenses Authority (IPEA)

Applications Close: 11:30pm, Sunday 6 July 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:	Team Leader
Classification:	APS Level 6
Salary range:	\$96,101 - \$117,289
Branch:	Travel Expenses and Contracts Branch and Client Services Branch
Position Number:	TBC
Status:	Ongoing / Non-Ongoing
Duration:	12 months
Working hours:	Full-time
Location:	Forrest, ACT
Security Classification:	Baseline (Protected)
Contact Officer:	Name: Katrina Collins Phone: (02) 6215 1736

IPEA has 2 vacant opportunities to join either the **Travel Expenses and Contracts Branch** or the **Client Services Branch**.

About the Branches

Travel Expenses and Contracts Branch

Manages IPEA's client-facing operations and administers travel for parliamentarians and their staff so that they can successfully undertake their parliamentary business in accordance with the legislative framework for travel. We pride ourselves on our exceptional client service and knowledge of the Parliamentary Business Resources Framework.

Client Services Branch

Provides personal travel advice and administers high volume travel allowance claims, to parliamentarians and their staff. Develops and implements education programs and materials to deliver educational sessions to a high standard to clients and stakeholders both face-to face and virtually.

About you

We are looking for enthusiastic people with high standard of customer service and a commitment to deliver IPEA's purpose and functions.

As the Team leader, you will work closely with the Assistant Director and play an integral role in the day-to-day operations to provide high quality services, advice and support to Parliamentarians and their staff in accordance with the legislative framework.

You will have strong organisational and time management skills to assist with the supervision of a high-volume processing team and third-party arrangements in a fast-paced environment. This is a position of trust, and you must have a strong understanding of 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.

Key Responsibilities

The key responsibilities across the 2 Branches may include:

- Supervise small to large teams that process a high volume of travel-related advice and claims for parliamentarians and their staff.
- Interpret complex legislation and parliamentary frameworks and apply the framework to the operational procedures and policy.
- Ensure the legislative requirements and service level standards are met.
- Respond to queries and requests for advice both verbally and in writing, from parliamentarians and their employees, and former parliamentarians in accordance with the legislative framework.
- Draft Ministerial correspondence, briefings, and other general advice, internal procedure documents and website content as required.
- Manage data within an IT platform and understand the workflows and the impacts. Identify and address any discrepancy within those workflows.
- Assist with contract management and procurement processes.
- Support the Director and Assistant Director on delivering objectives, and in meeting ad hoc demands and other functions within IPEA 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.

Leadership and accountability
<ul style="list-style-type: none">• Experience in managing diverse team environments with a focus on fostering a cohesive and high performing team culture with an organised and purposeful approach.• Knowledge of the parliamentary environment and the legislative environment or the ability to obtain
Management diversity and span
<ul style="list-style-type: none">• Manage, supervise and build team capability through coaching, performance feedback, and encouraging career development.• Proven work prioritisation skills, flexibility and extremely high attention to detail to manage and deliver work across the branch.
Stakeholder management
<ul style="list-style-type: none">• Excellent written and verbal communication skills, including providing superior customer service over the phone and in writing.

<ul style="list-style-type: none">• Ability to communicate complex frameworks and operational policy to a range of audiences and APS levels.• Maintain a strong working relationship with internal and external stakeholders and use your networks and expertise to problem solve incidents and deliver quality services to complex enquiries.
Job context and environment
<ul style="list-style-type: none">• Experienced working as part of a client-centric service delivery team to provide administrative legislative advice, and support to a complex and high-profile client group.• Experience working with a travel expense or allowance management system would be highly desirable.• Maintain awareness of the political and operational outcomes for IPEA and the possible flow on impacts on the work area and IPEA's clients.• Monitor changes in the broader work environment that may impact on work objectives.
Independence and decision-making
<ul style="list-style-type: none">• Have good judgment and problem-solving skills to make decisions, with direction from more senior staff with the resolution of complicated travel issues, as well developing and maintaining operating procedures and internal guidelines.• Perform research and analysis to make decision that involve complex or escalated issues, longer term planning and liaison with other sections on policy or operational issues.

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
- Indicate your preference (if applicable) in which Branch you would like to work
- 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.

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 or on (02) 6215 3470.

Form.

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