



Australian Government
Independent Parliamentary
Expenses Authority

CANDIDATE INFORMATION PACK

Analyst, Data and Systems Maintenance

APS 5 Level

Independent Parliamentary Expenses Authority (IPEA)

Applications Close: 11:30pm AEST 5 August 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:	Analyst, Data and Systems Maintenance	
Classification:	APS 5	
Salary range:	\$87,352 – \$98,013	
Branch:	Transparency, Integrity and Legal	
Position Number:	09010101	
Status:	Ongoing / Non-Ongoing	
Working hours:	Full-time / Part-time	
Location:	Forrest, ACT	
Security	Baseline (Protected)	
Contact Officer:	Name: Kylie Gent	Phone: (02) 6215 3194

About the team

The IPEA Data and Reporting Section is responsible for producing a range of high-quality report products to provide transparency and accountability in the use of parliamentary work resources. The Data and Systems Maintenance team sits within the Section and as data stewards take significant effort when extracting, analysing, cleansing and preparing data to ensure the quality and integrity of data within reports. The team also perform administration activities within the Parliamentary Entitlements Management System (PEMS), including managing user access and perform quarterly access reviews of PEMS and other systems used by IPEA staff to ensure system access is appropriate.

Key Responsibilities

- Create ad-hoc and custom reporting products of transactional information related to parliamentary work resources and maintain supporting policies and procedures.
- Extract, prepare, cleanse and conduct data analytics checks using a range of tools to ensure data is accurate and reliable.
- Draft written reporting advice to internal and external stakeholders including parliamentarians and their staff.
- Liaise with internal and external stakeholders to gather, document and communicate technical and business requirements and test user interfaces/experiences to achieve business outcomes.
- Assist in system administration activities including managing user access and maintenance of parliamentary work expenses.
- Work collaboratively in a small team, with the ability to work flexibly and respond to changing priorities.

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 are 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">• Have accountability for tasks and decisions that supports the team in achieving agency goals through the provision of guidance and quality assurance.• Have a solution-focused approach and be able to demonstrate initiative, innovation and agility when faced with challenges.• Develop short-term work plans and contribute to the work area's long-term strategic planning.
Management diversity and span
<ul style="list-style-type: none">• Participate in peer review and quality assurance activities on complex reports providing constructive feedback to ensure high quality outputs.• Undertake research and analysis, conduct investigations and provide advice in response to requests for information.• Monitor both personal and work area's deliverables to ensure deadlines and outcomes are met as expected.
Stakeholder management
<ul style="list-style-type: none">• Establish and maintain productive relationships with internal and external stakeholders to support work area and agency objectives, ensuring responsiveness to stakeholder needs.• Ensure a client-focused approach to service delivery and issue resolution.• Assist stakeholders adjust to change by sharing clear and easy to understand information.
Job context and environment
<ul style="list-style-type: none">• Strong client focus together with demonstrated client services skills.• Demonstrated experience with, or the ability to quickly learn, data and reporting tools including SAP Analytics Cloud, SQL Management Studio and PowerBI is desirable.• Experience using Microsoft Excel, including strong mathematical and numeracy skills.• Demonstrated experience in extracting, cleansing and analysing large transactional data sets.
Independence and decision-making
<ul style="list-style-type: none">• Demonstrate the ability to work effectively both independently and collaboratively as part of a team with limited supervision.• Use good judgment and expertise to make decisions, supported by your manager and guided by appropriate regulations, best practices, and work area policies and procedures.• Identify, research, analyse and resolve complex problems or escalated issues to inform decisions, and planning activities. Implement measures to reduce impact where resolution is not possible.

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**, 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.