



Australian Government
Independent Parliamentary
Expenses Authority

CANDIDATE INFORMATION PACK

Human Resources Manager, Assistant Director, EL1
Independent Parliamentary Expenses Authority (IPEA)

Applications Close: 11:30 pm AEDT, Sunday 9 November 2025.

About IPEA

The Independent Parliamentary Expenses authority (IPEA) is an independent statutory authority in the Finance portfolio, established on 1 July 2017 under the *Independent Parliamentary Expenses Authority Act 2017* (IPEA Act). IPEA provides support for current and former parliamentarians and others as required by the Australian Government through the delivery of independent oversight and advice on work resources and travel resources.

IPEA does this by:

- providing accurate and timely advice to parliamentarians and their staff on travel resources
- educating parliamentarians and their staff on travel resources
- administering accurately and in a timely manner the processing of parliamentarians' and their staff claims for travel resources
- increasing transparency through the compilation of reports on parliamentarians' work resources and the travel resources of their staff
- conducting assurance activities on parliamentarians' work resources and the travel resources of their staff.

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 teams' 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
- IPEA ranked 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 good place to work.

To learn more about IPEA, including our Census results, our branches and what we do, please visit our [Working at IPEA | Independent Parliamentary Expenses Authority](#) web page.

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

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. Citizenship in the APS | Australian Public Service Commission.
- 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 RecruitAbility | Australian Public Service Commission

Job description

Position title:	Human Resources manager	
Classification:	Executive level 1	
Salary range:	\$124,395 - \$150,642	
Branch:	Corporate	
Position Number:	9010022	
Status:	Ongoing/non-ongoing	
Location:	Forrest, ACT	
Security Classification:	Baseline (Protected)	
Contact officer:	Justine Rathmell	Phone: (02) 6215 3908

Are you passionate about driving strategic HR outcomes in a dynamic government environment, and ready for the challenge of leading all aspects of a small agency HR function? The HR team at the Independent Parliamentary Expenses Authority (IPEA) supports and fosters an inclusive high-performing workforce through expert advice and services across general HR queries, employment conditions, payroll, recruitment, performance management, Work Health and Safety (WHS), and HR strategy development and implementation.

In close collaboration with the Director, Corporate, and the Chief Operating Officer, our team plays a pivotal role in delivering exceptional corporate services that enables IPEA to meet its objectives.

We are looking for someone who can use their ability to navigate complex government structures and understand the impact on HR operations. You'll build lasting relationships and gain leadership exposure with the satisfaction of making a tangible impact on individuals' careers within our great culture.

Key Responsibilities

The successful candidate will lead a small team of HR practitioners and must be self-directed and able to work flexibly across a broad range of subject matter. Key responsibilities include to:

- lead and manage a high-performing HR team with a broad remit across strategic and operational functions, including fostering team capability through coaching, mentoring, performance feedback, conflict resolution, and career development planning
- lead the design, implementation, and continuous improvement of HR policies and procedures that support agency growth and strategic direction
- ensure HR practices align with the APS employment framework, including the Public Service Act 1999, Fair Work Act 2009, and other relevant legislation
- provide expert, timely, and discreet advice on complex employee relations matters, including conditions of employment, entitlements, and workplace disputes
- prepare high-quality written materials such as business cases, executive briefs and submissions to senior leadership
- coordinate and prepare HR input for internal and external reporting obligations, including, Annual Report Corporate Plan, Parliamentary Questions on Notice, Senate Estimates briefings, APS Employee Census and Census Action Plans, APS Agency Survey and APS Remuneration Survey
- ensure data integrity, timely submission, and alignment with agency and APS-wide reporting requirements

- provide Secretariat support to IPEA's WHS and Consultative Committee
- manage and lead the effective delivery of payroll include liaison with the payroll provider to ensure satisfactory compliance in accordance with IPEA's Enterprise Agreement (EA) and employment frameworks.

Our ideal candidate

This position is suited to a HR professional who has experience in a range of HR disciplines and now seeks an opportunity to lead all aspects of a small agency HR function.

An exceptional candidate will have experience across all aspects of HR; however, candidates who can demonstrate experience across a suite of functions and a willingness to broaden their skill base should consider applying. Qualifications in HR and/or membership of a relevant professional association with a commitment to ongoing professional development are not essential but will be highly regarded.

The APS Work Level Standards (WLS) detail five characteristics that contain general statements 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.

Additionally, the Secretaries' Charter of Leadership Behaviours sets out the behaviours Secretaries expect of themselves and SES and want to see in leaders at all levels of the APS. Regardless of classification, you will be expected to model and champion the behaviours outlined in the Secretaries Charter of Leadership Behaviours - DRIVE.

Leadership and accountability

- Demonstrate extensive knowledge of compliance and legislative frameworks, government decision making and APS guidelines and regulations.
- Effectively manager competing priorities and strategic directions when achieving team planning and project outcomes in line with the agency goals and objectives.
- High-level of organisation skills, attention to detail and ability to effectively priorities requests while maintain high standards and accuracy.

Management diversity and span

- Accountable for developing, coaching and mentoring employees, performance management, conflict resolution and identify training needs.
- Have a sound solution-focused approach and be able to demonstrate initiative, innovation and agility when faced with challenges.
- Maintain a high standard of confidentiality and privacy, and escalating queries to appropriate stakeholders.

Stakeholder management

- Build and sustain effective relationships with stakeholder to achieve work area and agency goals, including consultations with staff, leadership. Develop and support complex relationships while maintaining internal and external networks.
- Represent the agency by promoting its interest at community and cross-agency levels.
- Support stakeholders through change.

Job context and environment

- Demonstrate experience in a HR leadership role, preferable within the APS or public sector environment. Small agency experience would be advantageous.
- Deliver accurate advice and guidance and proven ability to develop HR policies and strategies within legislative and policy frameworks to support agency goals and initiatives.
- Experience in the use of SAP or similar Human Resource Information System (HRIS).

Independence and decision-making

- Demonstrate the ability to work effectively both independently and collaboratively as part of a team with limited supervision.
- Make decisions using good judgement, expertise and knowledge, under limited guidance. Ensure decisions are governed by the application of regulations, best practice principles or agency operating instructions and procedures.
- Perform research and analysis to make decisions that involve complex or escalated issues, longer-term planning and liaison with other sections on policy, project 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
- a resume of no more than three (3) pages
- the Personal Particulars Form which can be found on the [Working at IPEA | Independent Parliamentary Expenses Authority](#) web page.

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 at: [Work level standards: APS Level and Executive Level classifications | Australian Public Service Commission](#).

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 [APS Values, Code of Conduct and Employment Principles | Australian Public Service Commission](#)

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 emailed to:** ipearecruit@ipea.gov.au.

Please ensure you include the contact details of two referees as part of your Personal Particulars Form. IPEA will confirm with you prior to contacting your referees.

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