



Australian Government
**Independent Parliamentary
Expenses Authority**

CANDIDATE INFORMATION PACK

Travel Administration Officer, APS Level 3
Independent Parliamentary Expenses Authority (IPEA)
Applications Close: 11:30pm AEST, Tuesday 2 June 2026

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 [2025 APS Census results](#):

- IPEA ranked 12th out of 107 agencies in leadership; our immediate supervisors care, support and are invested in our employees
- IPEA ranked 25th out of 107 agencies in wellbeing policies and support; We prioritise our employee's health and wellbeing, and have policies and practices to manage them effectively.
- 89% of employees feel committed to the agency's goals, and 80% 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:	Travel Administration Officer	
Classification:	APS Level 3	
Salary range:	\$71,805 - \$82,829	
Branch:	Travel Expenses and Contracts Branch Client Services Branch	
Position Number:	TBC	
Status:	Ongoing / Non-Ongoing	
Location:	Forrest, ACT	
Security Classification:	Baseline (Protected)	
Contact Officer:	Name: Katrina Collins	Phone: (02) 6215 1736

About the Branches

Travel Expenses and Contracts Branch

Administers domestic and international travel related expenses, including airfares and car transport, for parliamentarians and their staff so that they can successfully undertake their parliamentary business in accordance with the legislative framework.

Client Services Branch

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

About you

We are looking for enthusiastic people with a high degree of attention to detail and who thrive in a high-performing collaborative team with a commitment to deliver IPEA's purpose and functions.

As a Travel Administration Officer, you will work productively and collaboratively within a small team to achieve key performance measures and meet tight deadlines while maintaining a high level of accuracy.

You will have strong organisational and time management skills to prioritise your work and follow established operating procedures in a fast-paced environment. This is a position of trust, and you must have a strong understanding of sensitives involved in providing services to high profile clients, as well as collecting, storing and using information of a sensitive and complex nature.

Key Responsibilities

The key responsibilities may include:

- providing administrative support related to the processing of travel expenses and travel claims

- work productively and collaboratively within a small team to achieve key performance indicators or measures
- capability to meet tight deadlines while maintaining a high level of accuracy
- a self-starter who can prioritise their work and follow established operating procedures
- build and maintain productive working relationships with internal and external clients/stakeholders, and
- ability to proficiently use, and learn to use, a range of IT systems, including expense management and human resource systems.

Our ideal candidate

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

Leadership and accountability

- Have accountability for the completion of allocated tasks, making decisions within defined parameters in relation to travel claims.
- Have responsibility for planning own work goals and priorities that align with and achieve own and team outcomes.

Management diversity and span

- Assess and validate travel claim details to ensure they have been performed efficiently and in accordance with the legislation and procedures.
- Work productively in a team to actively support and assist other team members, ensuring your workload is completed within agreed timeframes and standards.

Stakeholder management

- Excellent written and verbal communication skills.
- 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

- Experienced working as part of a client-centric service delivery team to assess and validate claims details to ensure compliance with the legislative framework for travel.
- Experience working with a travel expense or allowance management system would be highly desirable.

Independence and decision-making

- 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 basic research and analysis to inform decisions 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
- 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.