



Australian Government
**Independent Parliamentary
Expenses Authority**

CANDIDATE INFORMATION PACK

Data and Reporting Analyst, APS Level 5

Independent Parliamentary Expenses Authority (IPEA)

Applications Close: 11:30pm AEST, Sunday 14 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.

Use of AI in recruitment

IPEA may use artificial intelligence (AI) tools to support aspects of recruitment process, such as administrative tasks to help us work more efficiently. Any use of AI is undertaken in a manner that is ethical, transparent and consistent with the APS Employment Principles. AI tools are used to support in the recruitment process; all our recruitment decisions are made by a human selection panel and delegate.

Candidates may also choose to use AI tools when preparing their applications however they are encouraged to familiarise themselves with the [APS principles for candidate use of AI in recruitment](#) which outlines the expectations for responsible and transparent use of AI by candidates when applying for Australian Public Service (APS) recruitment processes.

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:	Data and Reporting Analyst	
Classification:	APS5	
Salary range:	\$90,322- \$101,345	
Branch:	Transparency, Integrity and Legal	
Position Number:	9010102	
Status:	Ongoing / Non-Ongoing	
Location:	Forrest, ACT	
Security Classification:	Baseline (Protected)	
Contact Officer:	Name: Jamie Bateman	Phone: (02) 6215 3511

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 performs administration activities within the Parliamentary Expenses 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 (Job specific)

- Prepare ad hoc and customised reporting products using transactional data relating to parliamentary work resources and maintain the supporting policies and procedures that underpin these outputs.
- Apply quality assurance and validation techniques when extracting, cleansing and analysing data using various tools to ensure datasets are accurate, reliable and fit for reporting and decision-making.
- Prepare clear, accurate and well-structured written reporting advice for internal and external stakeholders, including parliamentarians and their staff.
- Support system enhancements, upgrades and testing activities, including user acceptance testing, by liaising with stakeholders to gather and document requirements and test user interfaces to support business outcomes.
- Assist with system administration activities, including managing user access and maintaining parliamentarian work expense data, while ensuring the consistent application of business rules and controls.
- Contribute to a high-performing team environment by working collaboratively, sharing knowledge, supporting capability uplift and responding flexibly to changing priorities.
- Work effectively in a small team environment, demonstrating flexibility and the ability to 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 this role.

Leadership and accountability

- 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

- 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

- Establish and maintain productive relationship 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

- Strong client focus together with demonstrated client service 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

- Demonstrate the ability to work effectively both independently and collaboratively as part of a team with limited supervision.
- Use good judgement 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
- 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.