



Australian Government
**Independent Parliamentary
Expenses Authority**

CANDIDATE INFORMATION PACK

**Executive Assistant to the Chief Executive Officer
(CEO), APS Level 6**

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:	Executive Assistant to the CEO
Classification:	APS Level 6
Salary range:	\$99,734- \$121,277
Branch:	Office of the Chief Executive Officer
Position Number:	9010068
Status:	Ongoing / Non-Ongoing
Location:	Forrest, ACT
Work Arrangements:	Given the operational requirements of directly supporting the CEO, this position is primarily office-based. Requests for flexible working arrangements are expected to be limited and will be considered on a case-by-case basis
Security Classification:	Negative Vetting 1 (Secret)
Contact Officer:	Name: Michaela Field Phone: (02) 6215 3575

Key Responsibilities (Job specific)

The APS6 Executive Assistant provides high-level executive, administrative, and coordination support to the Chief Executive Officer (CEO). The role is critical to ensuring the efficient operation of the CEO's office, enabling timely decision-making, effective stakeholder engagement, and coherent executive communication.

The role also contributes more broadly to agency operations, including corporate coordination, governance support, and the preparation of high-quality executive correspondence and materials as outlined below:

Executive Support

- Manage the CEO's diary, including prioritising competing demands and coordinating complex, sensitive and high-volume engagements.
- Act as the primary point of contact for the CEO, managing enquiries, correspondence and stakeholder interactions with professionalism, discretion and sound judgement.
- Prepare, coordinate and quality assure executive correspondence, briefing materials, talking points and responses to complex or time-sensitive matters.
- Coordinate travel arrangements, including itineraries, briefing packs and follow-up actions.
- Brief the CEO on key issues, ensuring awareness of emerging priorities, risks and deadlines.

Coordination and Workflow Management

- Coordinate and manage the workflow of the CEO's office, including tracking tasks, priorities, deadlines and key deliverables.
- Monitor progress of projects and operational priorities, providing updates and ensuring timely follow-up.
- Exercise judgement in triaging requests, determining priorities and allocating actions across the agency.

Governance and Secretariat Support

- Support executive and committee governance processes, including preparation of agendas, papers, minutes and action tracking.
- Provide secretariat support as required, including notetaking and coordination of governance activities.
- Maintain accurate records in accordance with legislative, policy and information management requirements.

Agency Coordination and Communication

- Liaise across branches to coordinate timely, accurate and strategic advice to the CEO.
- Support executive communications, ensuring messaging is clear, consistent and aligned with agency priorities.
- Contribute to whole-of-agency initiatives, projects and events.

Relationship Management

- Build and maintain effective working relationships with internal stakeholders, including senior executives and staff.
- Engage professionally with external stakeholders, including ministerial offices, parliamentarians, government agencies and key partners.
- Represent the CEO's office with a high level of professionalism and customer focus.

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

Demonstrates professionalism, integrity and sound judgement in supporting a senior executive office. Takes responsibility for delivering high-quality outcomes, manages sensitive information with discretion, and contributes positively to a collaborative and accountable team environment.

Management diversity and span

Effectively manages a diverse and high-volume workload within a dynamic executive environment. Coordinates multiple priorities, exercises initiative, and adapts quickly to changing demands while maintaining accuracy and attention to detail.

Stakeholder management

Builds and maintains productive working relationships with a wide range of internal and external stakeholders, including senior executives, government agencies and ministerial or parliamentary offices. Communicates confidently, exercises diplomacy, and represents the CEO's office with professionalism.

Job context and environment

Operates in a fast-paced, high-pressure environment requiring responsiveness, flexibility and resilience. Demonstrates an understanding of the broader organisational and, where applicable, government context, and contributes to the effective functioning of the CEO's office.

Independence and decision-making

Works with a high degree of autonomy, using sound judgement to triage requests, prioritise work, and determine appropriate courses of action. Anticipates issues, identifies solutions and ensures matters are progressed efficiently and effectively.

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.