



**Australian Government**  
**Independent Parliamentary  
Expenses Authority**

# CANDIDATE INFORMATION PACK

Assistant Director Media, EL1

Independent Parliamentary Expenses Authority (IPEA)

Applications Close: 11:59pm AEST, Sunday 12 July 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 12<sup>th</sup> out of 107 agencies in leadership; our immediate supervisors care, support and are invested in our employees
- IPEA ranked 25<sup>th</sup> out of 107 agencies in wellbeing policies and support; We prioritise our employees' 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

---

<b>Position Title:</b>	Assistant Director – Media	
<b>Classification:</b>	EL1	
<b>Salary range:</b>	\$128,624 to \$155,764	
<b>Branch:</b>	Corporate	
<b>Position Number:</b>	TBA	
<b>Status:</b>	Ongoing / Non-Ongoing	
<b>Location:</b>	Forrest, ACT	
<b>Security Classification:</b>	Baseline (Protected)	
<b>Contact Officer:</b>	<b>Name:</b> Lyndall Marshall	<b>Phone:</b> (02) 6215 2937

### Key Responsibilities

Operating with a high degree of autonomy, the Assistant Director – Media leads and delivers expert media advice to support effective management of IPEA’s media engagement and reputation in a high-scrutiny environment.

The Assistant Director – Media will:

- Lead the end-to-end management of media enquiries, ensuring responses are timely, accurate, consistent and aligned with IPEA’s statutory role, independence and approved media protocols.
- Act as a central point of contact for journalists, managing professional relationships while setting and maintaining clear engagement boundaries and ensuring fairness and consistency across media outlets.
- Provide strategic, high-quality advice to the CEO and senior executives on media risk, emerging issues and reputational considerations.
- Coordinate the drafting, clearance and delivery of media responses, statements, talking points, Q&As and media releases, including managing CEO and executive approval processes.
- Manage high-risk, sensitive or high-profile media matters, exercising sound judgement in balancing transparency, confidentiality and public accountability obligations.
- Oversee media monitoring and analysis, providing clear insights and intelligence to support executive decision-making and proactive media engagement.
- Support proactive and strategic media engagement where appropriate, including the development of background briefings and approved media information packs.
- Build effective internal relationships with subject matter experts to support coordinated, accurate and timely media responses.
- Contribute to continuous improvement of media guidance and procedures, and support media capability uplift across the organisation.

## Qualifications and Experience

- Tertiary qualifications in communications, journalism, public relations, media studies or a related field.
- Demonstrated experience in media, communications, public affairs or a related discipline, ideally within a government or public sector environment.
- Strong understanding of the Australian Public Service context, including operating within a statutory or independent agency, and adherence to APS values, probity and accountability requirements.
- Demonstrated experience providing media advice at a senior level.
- Highly developed written and verbal communication skills, with the ability to produce clear, concise media material in tight timeframes.
- Membership of a recognised professional association in journalism, media or communications (or eligibility for membership) is desirable.

## 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

- Provides leadership for the media function, setting clear priorities and accountability to deliver outcomes aligned with organisational objectives.
- Takes responsibility for complex work outcomes, exercising sound judgement in high-risk or sensitive media environments and escalating issues appropriately.
- Leads and supports staff in accordance with APS Values, Employment Principles and ethical standards.

### Management diversity and span

- Manages and coordinates media capability, balancing strategic advice with operational delivery.
- Allocates resources across competing priorities to ensure effective workload management and timely outcomes.
- Adapts leadership approach to meet changing operational demands, risks and stakeholder expectations.

### Stakeholder management

- Builds and maintains effective working relationships with senior leaders, journalists and key internal and external stakeholders.
- Represents the organisation confidently and professionally in media-related engagements.
- Manages differing perspectives to achieve constructive, consistent and timely outcomes.

### Job context and environment

- Operates effectively in a complex and fast-paced media and communications environment characterised by high scrutiny and sensitive issues.
- Manages competing priorities within tight timeframes while maintaining accuracy and integrity.
- Applies sound understanding of APS frameworks, governance requirements and public accountability obligations.

### Independence and decision-making

- Operates with a high degree of independence in planning and delivering work within established strategic and legislative frameworks.
- Makes well-reasoned decisions on complex media matters, informed by risk, evidence and organisational context.
- Provides authoritative media advice to senior leaders with minimal supervision on sensitive or high-impact 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](mailto: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](mailto:ipearecruit@ipea.gov.au) or on (02) 6215 3470.