



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

# CANDIDATE INFORMATION PACK

Assistant Director, Travel and Office Advice  
Executive Level 1

Independent Parliamentary Expenses Authority (IPEA)

Applications Close: 11:59 pm AEST Sunday, 19 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 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

---

<b>Position Title:</b>	Assistant Director – Travel and Office Advice	
<b>Classification:</b>	Executive Level 1	
<b>Salary range:</b>	\$128,624 - \$ 155,764	
<b>Branch:</b>	Client Services Branch	
<b>Position Number:</b>	69706	
<b>Status:</b>	Ongoing / Non-Ongoing	
<b>Location:</b>	Forrest, ACT	
<b>Work Arrangements:</b>	Flexible working arrangements will be considered in accordance with the IPEA Enterprise Agreement 2024–27.	
<b>Security Classification:</b>	Negative Vetting 1 (Secret)	
<b>Contact Officer:</b>	<b>Name:</b> Tanyth Lawless	<b>Phone:</b> (02) 6215 1794

### About the Branch

The Client Services Branch (CSB) administers a range of functions and services for federal parliamentarians and their staff including: personal advice on the use of travel resources, administering a high volume of travel allowance claims, supporting parliamentarians and their staff undertake approved international travel. CSB also develops and implements education programs and materials to deliver high standard educational sessions to clients and stakeholders both face-to face and virtually.

From 1 July 2026 the Branch will also provide personal advice to parliamentarians and their staff for office expenses. This includes advice relating to the pre-claim assessments, which allows parliamentarians to seek advice about proposed office expense claims under the *Parliamentary Business Resources Act 2017*.

While the initial vacancy is located in the Travel, Office and Advice team, our intention is to create a merit pool to fill any further EL1 vacancies which may arise throughout the Agency.

### Key Responsibilities (Job specific)

- Leading a team to deliver consistently high-quality outcomes, including working closely with colleagues across work areas to achieve results for IPEA’s clients and deliver across the Branch’s service level standards.
- Interpret complex legislation and apply the Parliamentary Business Resources framework and Staff Travel framework, and guidelines to real-world scenarios.
- Provide and draft travel and office-related advice to parliamentarians and their staff based on the relevant legislative framework.
- Represent IPEA in delivering education sessions to parliamentarians and their staff across Australia, including interstate travel as required.

- Monitor and evaluate the quality of advice and service provided by the team, implementing improvements where necessary.
- Gather insights from client advice, feedback and survey results to inform improvements to IPEA communications and services.
- Extract, interpret and analyse data from a range of systems to contribute to agency wide reporting and support decision making.
- Undertake other projects in support of CSB functions including reviewing proposed legislative changes in consultation with relevant stakeholders, meetings or forums with counterparts.
- Ad-hoc presentations to clients, and work to strategically implement additional functions or projects relevant to the Branch.

Please note – this role may require interstate travel.

### 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

- Demonstrate experience in providing advice on policy, complex problem solving and issues management for internal and external stakeholders.
- Ensure in-depth knowledge of and compliance with legislative, financial and administrative frameworks, government decision-making processes and agency guidelines and regulations.
- Take responsibility for the achievements of own and team outcomes, monitor progress and follow through to deliver quality outcomes.
- Consider and effectively manage competing priorities and strategic directions when achieving team planning and project outcomes in line with agency goals and objectives.
- Demonstrated ability to contribute to and form part of the leadership team within the Branch and a small integrity-focused, independent agency.

#### Management diversity and span

- Manage a number of employees performing diverse tasks or manage a larger team where skill sets are similar and tasks are related.
- Ensure high quality outputs are achieved, including that employees maintain a high level of specialist, professional and/or technical expertise.
- Have a sound solution-focused approach and be able to demonstrate initiative, innovation and agility when faced with challenges.
- Build capability in a team environment through coaching others, providing performance feedback, conflict resolution and encouraging career development.

### Stakeholder management

- Demonstrate strong experience in building and sustaining effective relationships with internal and external stakeholders to support IPEA's key advice function, including consultation with staff and leadership.
- Represent IPEA in delivering high quality education sessions to parliamentarians and their staff, including travelling interstate as required.
- Support stakeholders through changes with IPEA's functions and systems.

### Job context and environment

- Demonstrate experience in providing high quality advice and education to clients in the context of a complex legislative framework.
- Strong experience in managing service delivery functions for high-level/executive clients.
- Knowledge of, or the ability to quickly acquire knowledge of the PEMS ICT system (the current system used by IPEA and clients).

### 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](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.