



Australian Government

Independent Parliamentary
Expenses Authority

CANDIDATE INFORMATION PACK

General Counsel, SES Band 1
(Expected Vacancy)

Independent Parliamentary Expenses Authority (IPEA)

Applications Close: 11:59pm AEST Thursday, 6 August 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:	General Counsel
Classification:	Senior Executive Service Band 1 (expected vacancy)
Salary range:	A Remuneration Package will be negotiated with the successful candidate
Branch:	Transparency, Integrity and Legal
Position Number:	9010008
Status:	Ongoing / Non-Ongoing
Location:	Forrest, ACT
Work Arrangements:	Flexible working arrangements may be considered.
Security Classification:	Negative Vetting 1 (Secret)
Contact Officer:	Name: Beth Pahl Phone: (02) 6215 1368

Key Responsibilities (Job specific)

Reporting to the Chief Executive Officer, the General Counsel leads IPEA's legal, reporting and assurance functions and supports accountability, transparency and integrity across the agency:

- Provide practical and authoritative legal advice to the CEO and Executive Team on IPEA's statutory, corporate and operational responsibilities including complex and high-risk matters.
- Work with the Leadership Team to identify and manage legal and regulatory risks related to IPEA's legislated functions.
- Manage litigation, disputes, investigations, Freedom of Information (FOI) matters and external legal providers to support effective delivery of legal services.
- Lead delivery of IPEA's assurance program, including post-payment checks, assurance reviews and audits of parliamentarians' work resources and the travel resources of their staff.
- Lead the preparation, assurance and publication of expenditure and assurance reporting, ensuring reports are compliant, accurate, timely and transparent.
- Develop and maintain trusted relationships with internal and external stakeholders to support informed decision-making and delivery of branch and organisational objectives.
- Lead branch workforce planning, capability development, resource management, performance, and financial management.
- Contribute as a member of the Executive Leadership Team to the strategic direction, organisational performance and outcomes of the agency.

Qualification

Admission, or eligibility for admission, as an Australian legal practitioner is mandatory. The successful candidate must be eligible to hold, and maintain, a current practising certificate in an Australian jurisdiction.

Our ideal candidate

The successful applicant will demonstrate capability in-line with the [SES Band 1 Work Level Standards](#) and will also have the following capabilities and qualities:

Leadership and accountability
Demonstrates strategic leadership, sound judgement and personal accountability in managing complex legal, governance and organisational issues, while modelling the APS Values and fostering a high-performance culture.
Management diversity and span
Builds organisational capability, leads diverse teams and manages competing priorities in a collaborative, inclusive and psychologically safe environment.
Stakeholder management
Establishes and maintains productive relationships with internal and external stakeholders, communicating complex legal and governance matters clearly and influencing outcomes through trusted advice.
Job context and environment
Operates effectively in a complex, dynamic and highly scrutinised parliamentary, legislative and public sector environment, balancing strategic, operational and stakeholder considerations.
Independence and decision-making
Exercises a high degree of independence, discretion and professional judgement in the provision of authoritative legal advice, risk management and decision making.
Enterprise Leadership
Contributes to agency-wide and whole-of-APS leadership, driving organisational outcomes, stewardship, integrity and continuous improvement beyond the immediate work area.

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.

All SES employees are expected to model and promote the [APS Values and Code of Conduct](#) and leadership behaviours outlined in the Australian Public Service Commission (APSC) [Integrated Leadership System](#) and [Secretaries' Charter of Leadership Behaviours](#).

The APSC is a central agency within the APS with a critical leadership role in contributing to the future capability and sustainability of the SES. Further information about working in the SES is available on the APSC website at [SES Information](#).

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.