



Australian Government
**Independent Parliamentary
Expenses Authority**

CANDIDATE INFORMATION PACK

Technical Lead, Data and Reporting, APS Level 6
Independent Parliamentary Expenses Authority (IPEA)

Applications Close: 11:59pm AEST, Sunday 16 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 and office expenses
- educating parliamentarians and their staff on the appropriate use of travel resources and office expenses
- administering the accurate and timely processing of travel resources and office expense claims for parliamentarians' and their staff.
- 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:	Technical Lead, Data and Reporting	
Classification:	APS6	
Salary range:	\$99,734 - \$121,277	
Branch:	Transparency, Integrity and Legal	
Position Number:	TBA	
Status:	Ongoing / Non-Ongoing	
Location:	Forrest, ACT	
Security Classification:	Baseline (Protected)	
Contact Officer:	Name: Kylie Gent	Phone: (02) 6215 3194

About the team

The Data and Reporting Section supports transparency and accountability in the use of parliamentary work resources through the delivery of high-quality reporting and data management services. Within the Section, the Data and Systems Maintenance team is responsible for maintaining the integrity, quality and reliability of data used across IPEA's reporting products and systems. The team works closely with business stakeholders to develop reporting solutions and transform complex data into meaningful insights. They prepare reports for internal and external stakeholders, undertake data extraction, analysis, validation and cleansing activities, and perform administration activities within the Parliamentary Expenses Management System (PEMS), including managing user access and maintaining parliamentary work expense data. The team also develops technical documentation and contributes to data governance, continuous improvement and system enhancement initiatives.

Key Responsibilities (Job specific)

- Facilitate workshops with business and technical stakeholders to gather, analyse and document business requirements for ad-hoc and self-service reporting products.
- Lead the development of customised reporting products.
- Extract, analyse, validate and investigate data from multiple sources, ensuring the accuracy, quality and integrity of information used for reporting, decision-making and compliance purposes.
- Lead the development of technical documentation, data dictionaries, metadata and data quality metrics.
- Support data governance initiatives and contribute to establishing and maintaining technical standards, processes and controls.
- Lead User Acceptance Testing (UAT) and defect management activities.
- Identify opportunities to improve systems, processes and data management practices through automation, innovation, technical governance and continuous improvement initiatives.
- Support the delivery of ad-hoc reports and system administration activities, including managing user access and maintaining parliamentary work expense data.

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

- Exercise sound judgement, initiative and problem-solving skills when investigating issues and developing practical solutions.
- Take responsibility for the delivery of complex technical and analytical work, ensuring high standards of data quality, integrity and reporting outcomes.
- Provide technical leadership and guidance across reporting, data management, and system administration activities.

Management diversity and span

- Lead and coordinate technical activities including requirements gathering, report development, testing and documentation.
- Apply established governance frameworks, business rules and quality controls to ensure consistent and reliable outcomes.
- Manage competing priorities across reporting, data analysis, system administration and project activities.

Stakeholder management

- Establish and maintain productive relationship with internal and external stakeholders to support work area and agency objectives, ensuring responsiveness to stakeholder needs.
- Communicate technical and analytical concepts in a clear and accessible manner to stakeholders with varying levels of technical knowledge.
- Influence stakeholder outcomes through the provision of specialist advice, evidence-based recommendations and high-quality reporting products.

Job context and environment

- Demonstrated experience extracting, cleansing, validating and analysing large data sets from multiple sources to support business and reporting outcomes.
- Demonstrated experience with data and reporting tools including SAP Analytics Cloud, SQL Management Studio and PowerBI is desirable.
- Demonstrated experience using Microsoft Excel, including strong mathematical and numeracy skills.
- Demonstrated experience supporting data governance, testing activities and the implementation of system and process improvements.

Independence and decision-making

- Make sound decisions and recommendations based on research, data analysis and stakeholder requirements.
- Identify, investigate and resolve complex data, reporting and system issues, escalating matters where appropriate.
- Work with a high degree of autonomy while operating within established frameworks, policies and business rules.

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](#)

This position may be filled off applications and may not go to formal interviews. Written referee reports may be requested if you are shortlisted.

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.