



Australian Government

Independent Parliamentary
Expenses Authority

CANDIDATE INFORMATION PACK

Chief Operating Officer, SES Band 1

Independent Parliamentary Expenses Authority (IPEA)

Applications Close: 11:59pm (AEDT), 12 November 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 to manage all areas of their lives 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 the recruitment process, including administrative tasks that help us work more efficiently. Any use of AI is ethical, transparent and consistent with the APS Employment Principles. AI tools may support the recruitment process; however, all 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:	Chief Operating Officer	
Classification:	Senior Executive Service Band 1	
Salary range:	A Remuneration Package will be negotiated with the successful candidate	
Branch:	Corporate Services	
Position Number:	9010009	
Status:	Ongoing / Non-Ongoing	
Location:	Forrest, ACT	
Work arrangements:	Flexible working arrangements may be considered, subject to operational requirements.	
Security clearance:	Negative Vetting 1 (Secret)	
Contact:	IPEA Human Resources	Phone: (02) 6215 3470

The Role

Reporting to the Chief Executive Officer, the Chief Operating Officer leads the Corporate Services Branch and is an integral member of IPEA's Executive Team. The role provides visible, values-based enterprise leadership across IPEA's enabling functions, and is responsible for building organisational capability to support the delivery of IPEA's statutory responsibilities and performance outcomes.

Operating with a high degree of independence, the Chief Operating Officer provides authoritative strategic, operational and technical advice to the CEO and Executive Team. The role strengthens governance and assurance across the agency, and leads corporate reform, risk management and continuous improvement in a complex and highly scrutinised parliamentary and public sector environment.

Key Responsibilities

Enterprise and corporate leadership

- Contribute to IPEA's strategic direction, executive decision-making and collective leadership, and set the direction for integrated, client-focused corporate services aligned with agency and whole-of-government and APS priorities.
- Anticipate changes in the parliamentary and public sector environment and position corporate services to respond to emerging risks, opportunities, capability needs and stakeholder expectations.
- Exercise political awareness, impartiality and sound judgement in leading IPEA's enabling functions.
- Lead substantial organisational change and corporate transformation, aligning people, processes, technology and culture to deliver high quality and sustainable benefits.

Corporate accountabilities

- Maintain executive accountability for the performance, workforce, budget, risks, controls and outcomes of the Corporate Services Branch.

- Provide executive oversight of IPEA's corporate functions as detailed in the sections below, including the secretariat function and support provided to IPEA's Members.
- Provide timely, accurate and defensible advice to the CEO and Executive Team, including where precedent or complete information is limited.
- Contribute to agency-wide priorities and whole-of-APS stewardship beyond the branch's immediate responsibilities.

Financial and resource management

- Oversee financial management, budgeting, procurement, contract management, property and facilities.
- Ensure resources are allocated transparently and used efficiently, effectively, economically and ethically.
- Lead corporate and resourcing strategies and long-term financial and workforce forecasting and provide advice on organisational capability and capacity.
- Ensure robust financial controls, management reporting and assurance that support informed decision-making and compliance with Commonwealth resource management requirements.

Governance, risk, security and integrity

- Lead IPEA's governance, enterprise risk, security, fraud control and integrity frameworks.
- Oversee business continuity, critical incident, and operational disruption response, internal audit coordination and assurance.
- Ensure compliance with relevant legislative, policy and regulatory frameworks and support the CEO in their role as IPEA's Accountable Authority by providing accurate reporting, robust assurance, and timely briefing and escalation of significant issues.
- Promote accountability, ethical decision-making, transparency and effective information and records management.

People, culture and capability

- Lead human resources, workforce planning, organisational development, learning and capability, employee relations, wellbeing and work health and safety.
- Foster an inclusive, psychologically safe and high-performing workplace that models the APS Values and Code of Conduct.
- Build leadership and organisational capability through succession planning, talent development, targeted investment and cross-agency collaboration.
- Coach and develop senior leaders, set clear performance expectations, and address performance and conduct matters promptly and fairly.

Planning, performance, information and technology

- Lead agency planning and performance reporting, including the development and monitoring of corporate and operational plans and IPEA's annual performance statements.
- Use management information, workforce data, financial analysis and performance insights to identify systemic issues, anticipate future needs and drive improvement.
- Oversee information and records management, AI usage and adoption, privacy, cybersecurity and ICT services, ensuring systems are secure, reliable, fit for purpose and aligned with IPEA's strategic and operational needs.

Communications, engagement and reputation

- Advise the CEO and Executive Team and key stakeholders including IPEA's Members on sensitive, complex and high-profile communication and media issues noting prevalence of parliamentary, stakeholder or reputational implications.
- Lead planned communication and engagement strategies that support organisational change, employee engagement and transparency, and support public confidence.
- Ensure IPEA communicates complex information clearly, consistently and in a coordinated and timely way to parliamentarians and their staff, stakeholders, government partners and the public while following effective governance, approval processes and strategic planning.

Partnerships and service delivery

- Build trusted relationships with senior leaders, central agencies, shared-service providers, suppliers, oversight bodies and other government partners, and represent IPEA with authority and credibility in senior forums and on complex or sensitive matters.
- Work in partnership across IPEA to understand business needs, resolve complex issues and deliver coordinated, whole-of-agency outcomes.
- Lead a responsive corporate service culture that meets the needs of internal clients and the agency and is characterised by professionalism, sound judgement, collaboration and continuous improvement.

Our ideal candidate

The successful candidate will demonstrate capabilities consistent with the SES Band 1 Work Level Standards and evidence against the following five criteria:

Corporate services expertise

Demonstrated ability to lead a broad range of enabling functions in a complex, dynamic and highly scrutinised parliamentary or public sector environment, balancing statutory obligations, client needs, operational priorities and reputational considerations.

Leadership and accountability

Demonstrated ability to provide strategic, values-based leadership and maintain personal accountability for branch performance, resources, risk and outcomes, while fostering a high-performance culture. Contributes to collective Executive Team, agency-wide and whole-of-APS leadership, navigating complexity and providing clear, balanced and authoritative advice on sensitive and high-impact matters.

Leading diverse functions and teams

Demonstrated ability to build organisational capability, lead through senior managers and integrate diverse teams, priorities and workstreams in an inclusive, collaborative and psychologically safe environment.

Governance and stewardship

Demonstrated ability to apply strong knowledge of public sector governance, accountability and assurance, including the *Public Governance Performance and Accountability Act 2013*, Commonwealth resource management frameworks and APS employment obligations, and to strengthen stewardship, integrity and effective risk management.

Delivery, communication and influence

Demonstrated ability to align corporate functions with organisational priorities, improve systems and services, and lead change that delivers measurable and sustainable benefits. Demonstrated strategic communication, collaboration and negotiation skills, including the ability to explain complex or sensitive information to diverse audiences, manage reputational considerations, and build trusted relationships across organisational boundaries.

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. The Personal Particulars Form can be found on the [Working at IPEA](#) page on the IPEA website.

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.