

UNCLASSIFIED



Australian Government
**Independent Parliamentary
Expenses Authority**

CANDIDATE INFORMATION PACK

Senior Travel Administration Officer, APS Level 5

Independent Parliamentary Expenses Authority (IPEA)

Applications Close: 11:30pm AEST, Thursday 08 June 2023



About IPEA

IPEA is an independent Commonwealth statutory authority with advisory, reporting and assurance responsibilities for the work expenses of parliamentarians and their staff.

We successfully deliver our objectives by creating a culture of accountability and transparency in the provision and use of parliamentary work resources. Our approach is to guide Parliamentarians and their staff with the development of tailored education, advice, reporting to assist with compliance and enforcement as appropriate.

IPEA does this by:

- providing advice to parliamentarians and their staff employed under the *Members of Parliament (Staff) Act 1984 (MOP(S) Act)* on travel expenses and allowances
- monitoring parliamentarians and MOP(S) Act employees regarding travel expenses, allowances, and related expenses
- administering travel expenses, allowances, and related expenses, including processing of these claims
- educating parliamentarians and their staff and raising awareness of the Parliamentary Business Resources framework
- publically reporting on work expenses under the Parliamentary Business Resources framework
- assuring and auditing the use of travel resources
- advising, educating and raising awareness about the Parliamentary Business Resources framework and the principles to consider when making decisions about the use of taxpayer money, and
- assure the Australian public about the efficient, effective, economical and ethical use of taxpayer money.

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 team's 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 2022 APS Census results IPEA ranked 5th in enabling innovation, 6th in communication and 5th overall in leadership. 91% of employees are satisfied with stability and security of their job at IPEA.

To learn more about IPEA, including our Census results, our branches and what we do, please visit our website [here](#).

Working Flexibility

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, which is designed to help IPEANs to find and be their best selves each day.

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.

Security Assessment

This position is security assessed. The successful applicant will be required to hold, or to be able to obtain, a Baseline security clearance.

All applicants must be Australian Citizens.

Job Description

Position Title:	Senior Travel Administration Officer
Classification:	APS Level 5
Salary range:	\$80,917 - \$90,793
Branch:	Travel, Education and Advice
Position Number:	9010070
Status:	Ongoing / Non-Ongoing
Working hours:	Full-time
Location:	Forrest, ACT
Security Classification:	Baseline (Protected)
Contact Officer:	Name: Vicky Addison Phone: (02) 6215 2547

About you

The Senior Travel Administration Officer works within a small team that is dedicated to the accurate and timely processing of travel claims for Senators and Members of Parliament, and their employees in accordance with the legislative framework. You will assist the Team Leader in allocating work and establishing and maintaining processing procedures for the team. You will demonstrate excellence in customer service, and a commitment to deliver IPEA's key outcomes.

Duties and Responsibilities

1. Management of the team mailbox and allocation of daily work tasks to team members.
2. Regularly verify and otherwise check the accuracy and timeliness of payments made by the team ensuring IPEA's travel processing service level standards (SLS) are met.
3. Draft and review email correspondence in relation to travel claims to parliamentarians and their staff.
4. Establish, test and maintain procedures for each element of the team's duties supporting the branch's goal of continuous improvement and ensure training is provided to all team members.
5. Identify and resolve difficult processing issues.
6. Review travel claims processed and identifying errors and omissions and providing solutions for these transactions.
7. Maintain a working knowledge of the legislative framework that governs parliamentarians and their staff travel.
8. Other duties as directed that will assist the team, the branch and IPEA.

Skills and Capabilities

- well-developed written and verbal communication;
- ability to analyse information with a high attention to detail to minimise errors;
- manage competing priorities and tight timeframes while maintain a customer focus;
- ability to adapt to and learn new IT systems quickly; and
- build and maintain productive working relationships with internal and external stakeholders.

How to Apply

Application

You are required to provide a **one-page pitch** (minimum 10pt font and 1cm margins), **and a resume of no more than three (3) pages** demonstrating how your skills and capabilities match the duties and responsibilities.

You will be assessed against the duties for the role, the APS Integrated Leadership System (ILS), the APS Code of Conduct and the APS Values.

The Integrated Leadership System (ILS) can be found through the Australian Public Service Commission website [here](#).

The APS Code of Conduct and the APS Values can be found on the Australian Public Service Commission website [here](#).

Written referee reports may be requested if you are shortlisted to interview stage.

Submission

You are required to complete a [Personal Particulars Form](#) and forward this, along with your one-page pitch and resume to: IPEARecruit@ipea.gov.au

Please ensure you include the contact details of two referees as part of your Personal Particulars Form.

If you have trouble submitting your application, please contact the IPEA Recruitment Team at: IPEARecruit@ipea.gov.au or on (02) 6215 2102.