

# Independent Parliamentary Standards Commission (IPSC)

## Executive Level 2, Office of the IPSC

Ongoing & Non-ongoing, Full-time or Part-time

Job reference: 25\_11

VACANCY DETAILS	
Job reference	25_11
Position number	141689
Position title	Director, Office of the Independent Parliamentary Standards Commission (IPSC)
Classification	Executive Level 2
Branch	IPSC
Team	Office of the IPSC
Location	Canberra
Salary range	\$154,910 to \$192,974 per annum + 15.4% employer super contribution
Security clearance	<i>The successful candidate must be able to obtain and maintain a Baseline security clearance or hold a current security clearance of an appropriate level.</i>
Contact officer	Katherine Messer, <a href="mailto:kath.messer@pwss.gov.au">kath.messer@pwss.gov.au</a> , 0459 399 933
Vacancy closing	Tuesday, 23 December 2025, 11:59 AEDT

## Eligibility information

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Candidates must be independent, impartial, and apolitical, and must be seen as such. A private interest disclosure form must be completed prior to an offer being made to disclose any material personal interests that may or may appear to influence a candidate's ability to discharge their responsibilities as an APS employee.
- 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 PWSS staff are required to have a minimum baseline security clearance prior to commencement.
- Successful applicants will be required to undergo a mandatory National Co-ordinated Criminal History Check (NCCHC).
- The Parliamentary Workplace Support Service is committed to building an inclusive and culturally diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers.

## About the Parliamentary Workplace Support Service (PWSS)

The Parliamentary Workplace Support Service (PWSS) is a team of trusted advisors helping build and maintain a safe, respectful, and inclusive parliamentary workplace through human resources advice, training and professional development, work, health and safety advice and trauma-informed counselling and support. In addition, the PWSS provides 24 hour independent and confidential support services for all Commonwealth parliamentary workplace (CPW) participants. More information about the PWSS is available on our website.

## About the Independent Parliamentary Standards Commission (IPSC)

The Independent Parliamentary Standards Commission (IPSC) is an independent workplace investigation framework that supports safe and respectful workplaces for parliamentarians, their staff and other people who work in a CPW. The IPSC was established on 14 October 2024 as part of the Parliamentary Workplace Support Service (PWSS), with functional separation existing between the PWSS's human resources and other functions and the IPSC investigation function.

The primary function of the IPSC is to deal with allegations of breaches of the Behaviour Codes that apply to parliamentarians, their staff and people that work in CPWs. The Office of the IPSC is responsible for providing support and advice to seven appointed Commissioners to assist in the performance of the IPSC's functions.

Our terms and conditions of employment are governed by the Public Service (Terms and Conditions of Employment) (Parliamentary Workplace Support Service) Determination 2024 (the Determination). This Determination applies the terms and conditions of the Department of Finance Enterprise Agreement 2024-2027 (Finance EA).

## Our People and Culture

We are a friendly and inclusive workplace. We are outcomes focused and promote the APS Values and collaboration with our colleagues across Commonwealth Parliamentary Workplaces and the APS.

We value and champion the experiences, skills and perspectives of all employees. We support flexible work, including job-sharing, and encourage applicants from diverse backgrounds, cultures, and those with caring and parenting responsibilities to apply so we better represent the community that we serve.

We aim to increase our representation of Indigenous Australians and people with disability by having accessible processes, policies and practices, as well as utilising affirmative measures and the RecruitAbility scheme.

## Ways of working

To achieve our purpose and vision, we recognise that our approach to our work is as important as what we do:

- **Professionalism and Integrity:** We uphold APS values by demonstrating ethical leadership, maintaining independence, and ensuring trust and confidentiality in all interactions.
- **Collaboration and Tailored Solutions:** We work together with colleagues and clients to deliver customised, purpose-driven solutions that address unique needs while fostering open communication and diverse perspectives.
- **Continuous Improvement and Wellbeing:** We are committed to continuous learning, adapting to change, and prioritising the wellbeing of all stakeholders, driving better outcomes through feedback and a culture of accountability.

## What we offer

- **Competitive Remuneration:** Begin your journey with remuneration that reflects your skills and experience, setting the stage for a prosperous career.
- **Supportive Team Culture:** Join a team where collaboration is key, and support is always at hand. We are committed to creating an environment where you can thrive.
- **Inclusive Workplace:** At PWSS we celebrate diversity. Your unique background, skills, and perspectives are not just welcomed but essential to our collective success.
- **Personal Development:** Take advantage of our career development opportunities, tailored to help grow and excel in your career. These are designed to meet the professional needs of both the agency and the individual. We invest in your future because your success is our success.
- **Flexibility:** We understand the importance of work-life balance, offering flexible working arrangements to support your needs.
- **Exceptional Facilities:** Working at Australian Parliament House comes with benefits, including free undercover parking, access to an onsite gym, pool, cafes, hairdressers, Westpac Bank, post office, physiotherapist and more.

## About the branch

The Chief Learning and Communications Officer (CLCO) Branch is responsible for providing a broad range of learning and development advice and services to the clients of the PWSS, Parliamentarians and Members of Parliament (Staff) Act 1984 (MoPS Act) Employees. It also provides communications, media, data analytics and strategic governance services for the PWSS and supports the the Independent Parliamentary Standards Commission.

## About the team

The Office of the IPSC is a small, collaborative and outcomes-driven team that supports the effective functioning of the IPSC. Team members provide expert advice and assistance to IPSC Commissioners who are dealing with alleged breaches of the Behaviour Codes and Standards.

## About the role

This is an exciting EL2, Director opportunity for an experienced manager to oversee a small, specialist team within a niche agency whose work is critical to embedding integrity, inclusivity and respect in Commonwealth Parliamentary Workplaces. You will be a solutions-focused individual who can guide, direct and motivate your team to support the functions and processes of the IPSC in a dynamic environment that features changing and competing priorities. Prior experience in workplace investigations and/or implementation of behaviour codes would be particularly advantageous for this role.

### The role requires:

- The highest standards of professionalism, integrity, and judgement.
- The ability to lead a team and communicate effectively (both verbally and in writing) with a range of stakeholders on complex and sensitive matters.
- Exceptional attention to detail and organisational skills.
- Strong management and leadership experience at the Director-level (preferred).
- Sound understanding of Commonwealth Parliamentary references and practices (preferred).
- Experience in case management, workplace investigations, and/or implementation of behaviour codes.

### Key responsibilities:

- Manage a team providing high quality secretariat support and case support to the IPSC Commissioners, including:
  - onboarding, organising travel, meeting management, managing records, governance, procurement and payments, development of procedures and templates, and inbox management.
  - establishing and refining processes and systems to support the effective functioning of the IPSC.
  - assisting with the intake, assessment and investigation of complaint matters referred to the IPSC, which may include drafting a range of written correspondence, providing advice, engaging with parties to a complaint, and reviewing and interpreting legislation.
- Develop and mentor team members focusing on building a cohesive team, establishing a culture of high performance and promoting continuous improvement within the team.
- Provide strategic direction and support to the team and Commissioners for the resolution of complex complaints and/or oversee the escalation of matters where required.
- Communicate and liaise with IPSC Commissioners, Parliamentarians, MoPS Staff and Senior Executives confidentially and with discretion.
- Coordinate and prepare detailed written material including business cases, Senate Estimate briefs, Ministerial and agency briefs.
- Respond to enquiries and other communications from a wide range of stakeholders.
- Manage accurate records and ensure compliance with relevant IPSC sections of the *Parliamentary Workplace Support Service Act 2023*.
- Manage team workflows to ensure deliverables are completed in a timely manner.
- Oversee the payment of invoices, acquittal of expenses and manage expenditure against budgets.
- Mentor staff and identify opportunities to improve team processes and implement best practice in consultation within the Secretariat and Commissioners.
- Maintain key reporting mechanisms with detailed data analytics and insights.
- Other duties as required.

## Our ideal candidate

The [APS Work Level Standards](#) (WLS) detail five characteristics that contain general statements about the broad job requirements, and operating context for each classification level. The PWSS is seeking candidates who possess the following job specific skills and attributes aligned to the corresponding WLS.

Additionally, the Secretaries' Charter of Leadership Behaviours sets out the behaviours Secretaries expect of themselves and SES and want to see in leaders at all levels of the APS. Regardless of classification, you will be expected to model and champion the behaviours outlined in the Secretaries Charter of Leadership Behaviours - DRIVE.

#### Leadership and Accountability

- Provide strategic advice, problem solving and issues management for internal and external stakeholders in relation to complex and sensitive matters.
- Have extensive knowledge of and compliance with legislative frameworks, government decision-making and agency guidelines and regulations.
- Contribute to the strategic planning of agency wide objectives. Set strategic direction, develop long-term plans and implement operational strategies aimed at achieving specific section objectives.

#### Job Context and Environment

- Ability to learn the complex dynamics and arrangements of Commonwealth Parliamentary Workplaces.
- Work within the context of strategic, reputational and operational impacts for the agency. Must be independent, impartial and apolitical, and must be seen as such.

#### Independence and Decision-making

- Communicate and make decisions that may have significant impact on the day-to-day operation of the business area.
- Undertake complex analysis and interpretation and apply significant judgement in choosing a course of action to manage highly complex and/or sensitive issues.

#### Stakeholder Management

- Highly developed interpersonal communication skills with high attention to detail and the ability to manage key strategic relationships with a broad range of stakeholders to promote the section objectives.
- Engage and manage stakeholders through change, resolving conflict and managing sensitivities.

#### Management Diversity and Span

- Lead and manage a small team with diverse skill sets and tasks
- Provide strategic direction and operations of the team, including developing business plans, strategies and priorities and monitor workflow and performance.
- Ensure high quality outputs including that employees maintain a high level of specialist, professional and/or technical expertise.
- Coordinate and assume responsibility for complex or sensitive projects or work programs that have strategic, reputational and operational significance

## Desirable skills, experience & qualifications

Candidates with Certificate IV in Government Investigations and/or the Australian Human Resources Institute certification (or willingness to complete within 12 months) will be highly regarded.

Prior experience in workplace investigations and/or implementation of behaviour codes would be particularly advantageous for this role.

## How to apply

If this opportunity sounds like it is right for you, then we invite you to submit an application through the PWSS's [careers](#) page on our website.

Your application will include:

- A 750 word pitch;
- A current CV, with a maximum of three pages;
- The details of at least two referees, one of which must be your current or most recent manager; and
- Your personal details.

If you are experiencing any difficulties submitting your application, please contact the Corporate Team via email at [PWSSCorporate@PWSS.gov.au](mailto:PWSSCorporate@PWSS.gov.au) prior to the closing date.

## Application pitch

The PWSS application process will require you to submit a pitch of no more than 750 words. Your pitch is your opportunity to tell us why you are the right candidate for the role, why you want to work for us, and what you can contribute.

When planning your pitch, you should take into consideration the role, key duties and attributes reflected in the 'About the role', 'Our Ideal Candidate' and 'Desirable Experience' sections, and capabilities required in alignment with the [Work Level Standards and Integrated Leadership System \(ILS\) profile](#).

Your pitch should be written in an easy-to-read font and simple, consistent format. Build on information found in your resume by highlighting specific examples or achievements that will demonstrate your ability to perform the role.

## RecruitAbility scheme

The RecruitAbility scheme applies to all PWSS vacancies. RecruitAbility encourages the employment of people with disability in the Australian Public Service (APS). You will be asked to indicate if you wish to opt into the RecruitAbility scheme in the Diversity section of the application form. You must tick the 'opt in' box to participate in the scheme.

Details about the RecruitAbility scheme can be found on the [APSC website](#).

## Privacy

The PWSS recognises and respects your privacy. Information supplied for this selection process will be handled in accordance with the Agency's [Recruitment Collection Notice](#).

## Who to contact

For more information about the role, please contact Katherine Messer at [kath.messer@pwss.gov.au](mailto:kath.messer@pwss.gov.au).

## Frequently asked questions

### What is RecruitAbility?

RecruitAbility is a scheme that aims to attract applicants with disability.

Under the [RecruitAbility scheme](#) you will be invited to participate in further assessments if you choose to apply under the scheme, declare that you are a person with **disability** and meet the minimum requirements for the advertised vacancy. More information about the RecruitAbility scheme can be found by visiting the [APSC Website](#).

Merit remains the basis for engagement and promotion.

### Can I request reasonable adjustment(s)?

Our application form provides the opportunity to request and detail any reasonable adjustment(s) to ensure you can successfully partake in any and all stages of the assessment process.

We will facilitate reasonable adjustments to ensure that you can participate equitably in the recruitment process. Reasonable adjustments are not limited to persons with a disability. For example, reasonable adjustments may include additional time to complete recruitment tasks, accessible computer hardware and software, or individual needs relating to illness or injury. Please discuss your needs with the contact officer at any stage of the recruitment process. Requests will be managed sensitively and confidentially.

If you are the successful applicant, information on workplace adjustments required will be gathered as part of our onboarding process.

### **How will my application be assessed?**

Jobs in the Australian Public Service (APS) are classified according to expected levels of work and responsibility. For information about the expected capabilities and behaviours required, see the [APS work level standards](#) and the [Integrated Leadership System](#) (ILS) on the APSC website.

Your application will be assessed against the requirements of the job. Once the entire applicant pool has been assessed, the committee will create a shortlist of applicants. If your application is shortlisted, you may be asked to undertake further assessment.

### **What other assessment will I have to undertake?**

Your application will be assessed on your ability to demonstrate that you can perform in the role, outlined in the Candidate Information Pack and in line with the relevant classification level. If your application is shortlisted, you will be progressed to a second phase of assessment.

We may use a variety of techniques to assess candidates. These may include:

- Interviews - held in person, by phone or video (MSTeams)
- Work sample tests

Your referees may also be contacted at any stage of the assessment process to validate your claims. We encourage you to advise them that you have applied for a role at the PWSS. You should feel confident that they will be able to support your application.

### **Am I able to request feedback?**

Post-selection feedback is an integral part of all merit-based recruitment activities. Individual assessments are available to applicants upon request through the contact officer provided to applicants following the finalization of the selection process.

### **How do I withdraw my application?**

If you have submitted an application, but no longer wish to be considered for the position, you need to withdraw your application via email to [PWSSCorporate@PWSS.gov.au](mailto:PWSSCorporate@PWSS.gov.au). Once you withdraw your application you will be unable to re-submit it without contacting [PWSSCorporate@PWSS.gov.au](mailto:PWSSCorporate@PWSS.gov.au).

If you withdraw your application after the closing date, please inform the Contact Officer using the contact officer details located on the first page of this Candidate Information Pack.

### **What is a merit pool or merit list?**

An Order of Merit (merit list or merit pool) can be created as part of a selection process and be used to fill similar vacancies for 18 months from the date the original vacancy was advertised in the Gazette (APSJobs). If there is a ranked *order of merit (list)*, then applicants are listed in order of suitability (first, second and so on). The first offer of employment must be made to the highest ranked applicant. Any subsequent offer of employment using the merit list to fill the same or a similar vacancy must follow the ranking.

If there is a *merit pool*, offers of employment must first be made to candidate(s) in the highest group (example, *highly suitable* and *suitable*). The first offer of employment is made to the most suitable person remaining in the pool, assessed against the requirements of the vacancy. Any subsequent offer of employment is made to the most suitable applicant remaining in the pool, assessed against the requirements of the same or a similar vacancy to be filled. More information can be found on the [APSC website](#).

### **Merit pool sharing**

The merit pool established through this recruitment process may be shared with other APS agencies at the discretion of the PWSS.

### **What are the PWSS salary and conditions?**

Our terms and conditions of employment are governed by the Public Service (Terms and Conditions of Employment) (Parliamentary Workplace Support Service) Determination 2024 (the Determination). This Determination applies the terms and conditions of the [Department of Finance Enterprise Agreement 2024-2027](#) (Finance EA) to all non-SES PWSS employees (APS1 to EL2).

The salary range will also be listed on the advertisement. Salaries are adjusted annually throughout the life of the agreement.

### **How long does the onboarding process take?**

Following the recruitment process, if you are rated suitable and offered a position with the PWSS you will undergo pre-employment checks consisting of a Conflict-of-Interest Declaration form, National Criminal History check, security clearance confirmation, super eligibility and Australian Citizenship, prior to a formal offer being issued.

The onboarding timeframes can vary from 3-4 weeks, depending on your security clearance status. PWSS Corporate team will be in regular contact with you throughout the process.