



## Leader's Office Position Description

OFFICE of the LEADER of the AUSTRALIAN GREENS and SENATOR for VICTORIA, Dr RICHARD DI NATALE			
Job Title:	Media Adviser	Job Category:	Assistant Adviser
Location:	Melbourne, Victoria	Travel:	Regular Interstate
Salary Range:	\$76,765.00 - \$92,076.00	Position Type:	Full-Time
Allowances:	\$28,702.00 (PSA)	Reports To:	Senior Media Adviser
Further Information:	<a href="http://www.greens.org.au">www.greens.org.au</a>	Last Reviewed:	October 2017

Job Description
<p><b>THE POSITION</b></p> <p>Australian Greens Leader Senator Richard Di Natale is seeking a driven media professional to join his team. As a member of the communications team and working in a high-paced, dynamic work environment, the Media Adviser will be one of the Leader's Office primary contacts for journalists. Working as part of a small media team, and reporting to the Senior Media Adviser, the Media Adviser will provide advice on media appearances and messaging to the Leader as well as respond to interview requests, write media releases and other content for publication, manage media monitoring and management software systems, organise media conferences and events, and monitor the media. The Media Adviser will be expected to accompany the Leader on official business as required and therefore can expect to work irregular hours.</p> <p>The position will be based in Melbourne and require occasional travel to Canberra.</p> <p><b>PAY and CONDITIONS</b></p> <p>The position is offered under the <i>Members of Parliament (Staff) Act 1984</i>, and employment conditions are outlined in the Commonwealth Members of Parliament Staff Collective Agreement 2016–2019. In addition to your salary, generous employer-sponsored superannuation of 15.4% is offered.</p> <p>The position is offered at an Assistant Adviser classification (\$76,765.00 – \$92,076.00 per annum) with an additional Parliamentary Staff Allowance of \$28,702.00 per annum for a total per annum salary range of \$105,467.00 - \$120,778.00.</p> <p>All employees are expected to sign a confidentiality and code of conduct agreement prior to the commencement of their employment. A probationary period of 3 months, with the option of extending by a maximum of two months, will apply.</p> <p>This is an ongoing position, but please note that all Leader's Office positions are open to restructure following an election or change of leadership.</p>

## **ROLES and RESPONSIBILITIES**

1. Provide support and advice to the Leader, Party Room and staff on media-related matters, including messaging, as required.
2. Media liaison including fielding requests, developing and managing relationships with journalists, producers and editors.
3. Write content for publication, e.g. media releases, briefs, packages, opinion pieces, etc.
4. Coordinate media engagement and appearances by the Leader.
5. Work across Offices to execute and coordinate media events: press conferences, policy announcements, media events with stakeholders, etc.
6. Maintain up-to-date media management systems, including for media monitoring and media contacts
7. Undertake evaluation of media strategies.
8. Ensure MPs and staff are kept informed of important breaking news, including daily media monitoring.
9. Liaise with the Campaigns team to ensure the timely update of web sites with media content.
10. Be available after hours and on weekends to provide support on all media-related matters (within reason and as part of a rostered team).

## **SELECTION CRITERIA**

1. Highly developed written, oral and interpersonal communication skills.
2. Demonstrated experience of working in media within a political, community or lobbying organisation, or as a media professional.
3. Demonstrated understanding of the Australian media landscape across all media (radio, television, print and online).
4. Demonstrated ability to manage competing priorities and work to tight deadlines in a fast-paced team environment.
5. Sound knowledge and understanding of Australian Greens' policies.
6. Strong analytical skills and demonstrated capacity to comprehend complex issues, think strategically and adapt to changing circumstances.
7. Experience in developing and implementing media strategies.
8. Commitment to the Australian Greens' Principles and Charter.

Please email your application, inclusive of your response to the selection criteria, to [joe.wheeler@aph.gov.au](mailto:joe.wheeler@aph.gov.au), using the subject line: APPLICATION – Media Adviser. **We prefer applications to be submitted as a single PDF file, using your name as the file reference. Applications close 5:00pm, Friday, 3 November 2017.**

People of culturally diverse backgrounds are actively encouraged to apply.