



Position Description

OFFICE OF SENATOR NICK MCKIM			
Job Title:	Campaigns Adviser	Job Category:	Electorate Officer B
Location:	Hobart	Travel Required:	Occasional
Starting Salary Range:	\$76 398:00	Position Type:	Full-time
Electoral Staff Allowance:	\$11 854:00	Reports to:	Senator
Further information:	www.greens.org.au	Last reviewed:	August 2019
Job Description			
<p>THE POSITION</p> <p>The Campaigns Adviser will develop and support ongoing local and state-wide campaigns, ensure that the electorate is informed and engaged with the senator's work and develop and execute online and offline campaign strategies in order to achieve the campaign goals.</p> <p>Reporting to the Senator, the position will be part of the Hobart office electorate team and based in Hobart.</p>			
<p>PAY and CONDITIONS</p> <p>The position is offered under the <i>Members of Parliament (Staff) Act 1984</i> and conditions are outlined in the <i>Commonwealth Members of Parliament Staff Collective Agreement 2016 - 2019</i>. The salary is supplemented by an electorate staff allowance in recognition of the irregular hours and other special features of this position. Generous employer-sponsored superannuation is also offered.</p> <p>A probationary period of 3 months, with the option of extending by a maximum of two months, will apply. All employees are expected to sign confidentiality and code of conduct agreements.</p> <p>This is an ongoing position, but please note that all positions in the Senator's office are open to restructure following an election.</p>			
<p>ROLES and RESPONSIBILITIES</p> <ol style="list-style-type: none">1. Initiate and manage the delivery of campaign strategies and tactics to raise the salience of environmental and social justice issues in Tasmania;2. Develop and maintain relationships with individuals and groups within Tasmania, including organising and attending meetings on the Senator's behalf, and implementing community strategies;3. Develop and oversee community campaigns including communications, events co-ordination, liaison with stakeholders and, where necessary, volunteers.4. Identify and manage the delivery of campaigns that support parliamentary & portfolio work;5. Represent the Senator at community events and public engagements as directed;6. Develop, produce and distribute campaign materials, including digital campaigns.7. Attend to constituent and stakeholder correspondence;8. Other work as directed by the Senator.			
<p>SELECTION CRITERIA</p> <ol style="list-style-type: none">1. Excellent organisational skills, including demonstrated ability to manage competing priorities and work to tight deadlines in a dynamic environment.2. Demonstrated campaign skills, including digital campaigns, and experience in establishing networks and working with like-minded groups.3. Demonstrated experience in campaigning including creation of and distribution of materials, event management and community organising4. Excellent written, oral and interpersonal communication skills.			

5. Capacity to comprehend complex issues, think strategically and adapt to changing circumstances, and demonstrated sound political judgement.
6. Ability to work as part of a team, under time constraints and strict deadlines, with a minimum of supervision.
7. Ability to establish and maintain strong working relationships with a wide cross section of individuals and organisations.
8. Excellent computer skills in word processing, database packages and internet and email programs.
9. Sound knowledge and understanding of Australian Greens' policies and major issues.

APPLY

Please email a PDF document of no more than 4 pages, addressing the Selection Criteria and detailing why you would be a good fit for the role, including details of two professional referees.

In addition, please also include a copy of your CV to debra.rees@aph.gov.au , using the subject line CAMPAIGNS ADVISER – APPLICATION. We prefer applications to be submitted as a single PDF file, using your name as the file reference.

Applications close at 5:00pm, Monday 19th August 2019