

# **Electorate and Multicultural Communities Engagement Officer (0.4 - 0.8 EFT)**

**Office of Samantha Ratnam MLC**

## **Overview**

Victorian Greens Leader, Samantha Ratnam MLC, is seeking an enthusiastic person with a strong interest in working to build relationships with and empower multicultural communities across the electorate. This role will support the member to engage key multicultural communities, identify issues affecting the community and provide advice and practical support to support communities through events and policy advocacy. Additionally, the role requires strong administrative, communication and organisational skills to help manage the day to day operations of the electorate office and assist with general enquiries from constituents concerning a wide range of community, social and political issues. The position can be offered at 0.4 or 0.8 EFT depending on the availability of the suitable candidate.

## **Key Responsibilities**

The duties and responsibilities of the Electorate Officer include:

- Providing follow up support and advice to multicultural support organisations that make contact with the electorate office.
- Maintain a record of key organisations and individuals that make contact with the electorate office.
- Liaise with event organisers to ensure the Member is prepared and supported to participate in key community events.
- Work alongside electorate office staff to update the Member's diary with key event information.
- Other tasks as required to ensure strong working relationships with multicultural communities across the electorate.
- Providing high level confidential secretarial, executive and administrative support services.
- Assisting with the day to day operations and management of the electorate office, particularly in the absence of the Member.
- Assisting with general enquiries from constituents and coordinating local campaigns concerning a wide range of community, social and political issues.
- Preparing reports, briefs and correspondence related to the business of the electorate, for the information and attention of the Member on an ongoing basis.
- Ensuring the Member is informed of developments within the electorate particularly during absences from the electorate on parliamentary business.
- Assisting the Member with the management of the accounts and Acquittal System records.

## Selection Criteria

- A commitment to the Greens' values and mission along with knowledge and interest in Victorian politics.
- Demonstrated interest and/or experience of working with multicultural communities.
- Good administrative skills and the ability to work under pressure and manage competing priorities and deadlines.
- Strong communication, interpersonal and problem solving skills including the ability to hear from and liaise with individuals, community groups, government and non-government organisations
- Experience in local campaigning is an advantage but not necessary
- Ability to work independently and a high degree of attention to detail
- Proficiency in contemporary office software and applications
- Experience in digital campaigning or design or local campaigning is an advantage but not necessary

## Terms of appointment

The position is under the terms and conditions of an Electorate Officer at 2-4 days per week by negotiation, for her office in Carlton. Unfortunately, given the conditions that apply to MPs employing staff, this position is only able to be offered on the basis of casual employment. Despite being a casual position, the intention is for ongoing regular employment at two to four days a week.

Electorate Officers are employees of the Victorian Parliament, directly accountable to the Member in whose electorate they are employed. Electorate Officers have a main role in supporting the Member, a position which requires a high degree of loyalty, versatility and the ability to maintain confidentiality on behalf of the Member and those who contact the office.

**Salary:** This position will be paid at a casual hourly rate of \$42.23 per hour for 15.2 - 30.4 hours per week.

Please submit your application by providing your CV and a letter addressing the selection criteria in one document to Clare Ozich: [clare.ozich@parliament.vic.gov.au](mailto:clare.ozich@parliament.vic.gov.au)

For more information call Clare on (03) 9348 2622

**Closing date:** Applications are welcome as soon as possible and close 5pm Wednesday 1st April 2020. We will assess applications upon receipt with a view to finalising recruitment as soon as a suitable applicant is found.