Policy and Parliamentary Adviser

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| **OFFICE of SENATOR PETER WHISH-WILSON of the AUSTRALIAN GREENS** | | | |
| **Job Title:** | Policy and Parliamentary Adviser | **Job Category:** | Electorate Officer B |
| **Location:** | Launceston, Tasmania | **Travel:** | Regular interstate |
| **Salary Range:** | $66,745.00 - $77,926.00 | **Position Type:** | Full-Time |
| **Allowances:** | $16,121 (ESA) | **Reports To:** | Senator Whish-Wilson |
| **Further Information:** | [www.greens.org.au](http://www.greens.org.au/) | **Last Reviewed:** | February 2021 |
| **POSITION DESCRIPTION** | | | |
| **THE POSITION**  The Policy and Parliamentary Advisor works closely with Senator Whish-Wilson on all areas of his policy and parliamentary work. This includes travelling to Canberra during parliamentary sitting weeks; managing parliamentary business, including legislation; meeting with stakeholders; and researching and writing policy briefs. The senator's portfolios include Healthy Oceans, Waste & Recycling, Agriculture and Rural Affairs, Small Business and Consumer Affairs. The position is offered under the Members of Parliament (Staff) Act and conditions are outlined in the Commonwealth Members of Parliament Staff Collective Agreement 2016–2019. The salary package is supplemented by an electorate staff allowance in recognition of the long and irregular hours and other special features of this position. Generous employer-sponsored superannuation of 15.4% is also offered.  **PAY and CONDITIONS**  The position is offered under the Members of Parliament (Staff) Act 1984, 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.  The position is offered at an Electorate Officer B classification ($66,745.00 - $77,926.00 per annum) with an additional Electorate Staff Allowance of $16,121.00 per annum for a total per annum salary range of $82,866.00 - $94,047.00. | | | |

# ROLES and RESPONSIBILITIES

1. Carrying out research in policy areas relating to the key portfolios and Tasmania.
2. Preparing and updating briefs and summaries of issues of interest.
3. Management of all parliamentary activity (legislation advice, preparation and amendments, policy briefs and proposals for the Party Room, committee work and inquiry preparation and reports, Senate Estimates, Private Members’ Bills, Motions, Speech Notes, Parliamentary Groups and Associations, etc.)
4. Advice and support in negotiations with other parties, including government and shadow ministerial offices and staff.
5. Management of stakeholder relationships in areas of priority including working with the office manager on organisation and attendance at meetings.
6. Assisting in the functions of the Senator’s Electorate Office, including constituent liaison.
7. Providing timely information to campaigns and media staffers within the office.
8. Preparing materials for other offices on portfolio issues.
9. Support for the Senator when travelling including Parliamentary sitting weeks, for Senate Committee business and community visits as required.
10. Other related tasks as directed.

# SELECTION CRITERIA

* 1. Research and written communication skills.
  2. Understanding of the Australian political system and topical political issues.
  3. Capacity to comprehend complex issues, think strategically and adapt to changing circumstances, and demonstrated political judgment.
  4. Confidence, motivation and initiative to drive strategic policy, political advice and research work in the office.
  5. Ability to deliver work to deadlines in a timely and calm manner.
  6. Ability to work as part of a team and with minimal supervision.
  7. Experience dealing with legislation and/or the parliamentary program.
  8. Relevant tertiary qualifications and experience with preference for relevance to portfolio areas (e.g., marine science, waste management, agriculture, etc.)
  9. Computer skills in word processing, database packages and email.
  10. Understanding of and commitment to the Australian Greens’ principles and policies.

Please note, 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.

# APPLY

To apply, please email a single PDF containing a cover letter, response to the selection criteria (no more than 4 pages), CV and names and contact details for two referees.

Please email your combined PDF application to [megan.jol](mailto:megan.jolly@aph.gov.au)[ly@aph.gov.au.](mailto:ly@aph.gov.au)

We request that applications to be submitted as a single PDF file, using your name as the file reference:

APPLICATION – POLICY AND PARLIAMENTARY ADVISER, <YOUR NAME>.

# Applications close at 5:00pm, Friday 12 March, 2021.

The Australian Greens, as an affirmative action and equal opportunity employer, actively encourage applications from any interested and qualified parties - we don’t discriminate on the basis of sex, age, race, religion, sexual orientation, gender identity or disability – and welcome people with culturally and linguistically diverse backgrounds to apply for all our roles. We recognise the richness and value of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to workplaces, policy development and service delivery.