



Office of Senator Lidia Thorpe  
Australian Greens Senator for Victoria

## POSITION DESCRIPTION

### Community Liaison Officer

**Office location:** Wurundjeri Country, Melbourne (remote/hybrid work arrangements will be considered, within Victoria)

**Salary range:** \$72,150 - \$77,926 per annum (applied pro rata) plus 15% superannuation

**Position details:** Part time 0.4 EFT (15 hrs/week, work pattern negotiable). Contract to 31 Dec 2021 with possibility of extension.

**Anticipated start date:** mid-April 2021

**Applications due:** 5pm, Monday 8 March - see 'How to Apply' below for more detail

#### ABOUT THE ROLE

Greens Senator Lidia Thorpe is seeking a passionate and engaged person to join her team in the role of part-time Community Liaison Officer based at her Melbourne office.

The Community Liaison Officer will be responsive to the Senator's networks of constituents, supporters and community groups. They will respond to constituent concerns, help them solve problems and connect them to services. They will engage and respond to people who phone, email and write to the Senator, and communicate the work of the Senator.

#### PAY AND CONDITIONS

The position is offered under the *Members of Parliament (Staff) Act 1984*, and employment conditions are outlined in the [Members of Parliament \(Staff\) Enterprise Agreement 2016-2019](#).

The position is part-time at 0.4 EFT (15 hours/2 days per week, work pattern negotiable). It is offered at an Electorate Officer B classification with a salary range of \$72,150 - \$77,926 per annum, depending on experience. This salary is applied pro rata, and the role attracts 15% superannuation in addition to salary. This role may involve occasional out of hours commitments, for which time off in lieu arrangements are offered.

This position is a non-ongoing part time contract from commencement to 31 December 2021, with the potential for extension.

## KEY WORK AREAS

- **Constituent and community liaison** - responding to individuals and groups who request Senator Thorpe's help or advocacy, assisting them to solve problems and identify services that might suit their needs
- **Correspondence** - drafting responses to emails and letters that Senator Thorpe receives, to ensure our office is responsive to people and building connections with them
- **Public engagement** - answering the office phone (along with other staff) and providing a helpful, friendly response to community members and stakeholders who contact Senator Thorpe

## PERSONAL QUALITIES WE'RE SEEKING

- Highly developed people skills across a diverse range of audiences
- Strong cross-cultural competency
- A respect for sensitive and confidential information
- Composure, confidence, empathy and initiative
- Ability to work effectively and amicably under pressure

## SELECTION CRITERIA

- Excellent interpersonal communication skills, verbally and in writing
- Excellent organisation, prioritisation and time management skills
- Experience working directly with members of the public from diverse backgrounds
- Understanding of the context of Aboriginal rights and interests within Australian society and culture
- Ability to work collaboratively as part of a close team under time constraints, competing priorities and other pressures
- Commitment to the Australian Greens' Principles and Charter
- Desirable: experience in social work, community legal, health, mental health, and/or community services, especially with First Nations organisations

If you feel you meet most, but not all, of the selection criteria, please don't be discouraged from applying.

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## HOW TO APPLY

To apply, please provide:

- Responses to the selection criteria (dot points or short responses are fine)
- Your CV (maximum 3 pages) or a link to an online résumé, and
- A cover letter (maximum 1 page) noting your motivation to apply and why you'd be a good fit for the role

All these application documents should be submitted as one PDF file.

Applications should be forwarded via email using the subject line: Application – Community Liaison Officer to [georgia.webster@aph.gov.au](mailto:georgia.webster@aph.gov.au)

Applications close 5pm Monday 8 March 2021

For more information or a confidential discussion, please contact [georgia.webster@aph.gov.au](mailto:georgia.webster@aph.gov.au) (Acting Chief of Staff)

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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 will apply.

The Australian Greens encourage applications from any interested and qualified people. Aboriginal and Torres Strait Islander people are strongly encouraged to apply. We don't discriminate on the basis of sex, age, race, religion, sexual orientation, gender identity or disability. We welcome people with culturally and linguistically diverse backgrounds to apply for all our roles.