

Chief of Staff to ACT Greens Minister

Member for Murrumbidgee Emma Davidson

Minister for Disability, Assistant Minister for Seniors, Veterans and Families and Community Services, Minister for Justice Health and Minister for Mental Health

ACT Greens Minister Emma Davidson is seeking applicants for a Chief of Staff to coordinate her office and provide high-level policy and political advice.

The role includes strategic advice on and coordination of the Minister's portfolio and political responsibilities. Your ability to manage relationships with a diverse range of stakeholders and work with limited supervision in a dynamic environment will be critical to your success in this role. The successful candidate will have strong problem-solving and analytical skills and be a good communicator. An understanding of parliamentary processes and the ACT political system would be an advantage.

The successful candidate will have a demonstrated commitment, or willingness, to implement ACT Greens principles and policies.

Key duties

- Staff management and team coordination to ensure portfolio, political and constituency and Assembly sitting responsibilities are met. This includes Cabinet preparation, Assembly business planning and coordination, ACT Budget preparation, constituent and stakeholder liaison coordination, and ensuring appropriate distribution of workload between staff members.
- Undertake high-level liaison on the Minister's behalf with other ministers, MLAs and their offices, senior government executives, Assembly staff, party representatives and industry and community stakeholders.
- Provide timely advice to the Minister on high level, sensitive and complex issues.
- Provide overall coordination of office, policy development, and communications processes.
- Identify and troubleshoot internal and external issues as necessary.
- Set priorities amongst a large number of competing issues.
- Monitor implementation of the Parliamentary and Governing Agreement.
- Develop briefings and other papers on relevant political and policy matters as required.
- Ensure ACT Greens principles and policies around ecological sustainability, social justice, peace and non-violence and grassroots participatory democracy are being implemented appropriately.
- Other duties as directed.

Selection criteria

1. Strong team management and coordination experience
2. Excellent written, oral and interpersonal and relationship management skills
3. Strong analytical and problem identification and solving skills
4. Capacity to work independently, meet deadlines and work under pressure
5. Experience or understanding of parliamentary systems, legislation and/or the ACT political system
6. Experience or understanding of community or campaigns sector.

The role is for the term of the Government - Senior Adviser Level 2 tier 1 position at \$146,368 plus superannuation and allowances.

The successful candidate will be engaged under a Legislative Assembly Members' Staff contract, and other terms and conditions of employment are governed by the ACT Legislative Assembly Members' Staff Enterprise Agreement 2018 – 2021. This is not an ACT Public Service position.

Applications from Aboriginal or Torres Strait Islander people are encouraged.

The role is based in the Legislative Assembly, however, given the need for a COVID-safe work environment, flexible arrangements will be supported where possible.

Applications should include a resume; a one-page cover letter that addresses the selection criteria and highlights relevant experience; contact details of two referees.

Applications should be submitted to carol.bunt@act.gov.au by COB 15 April 2021.

Please contact Carol Bunt on carol.bunt@act.gov.au or 6205 8500 for more information.