

## LOCAL COMMUNITY CAMPAIGNER - POSITION DESCRIPTION

<b>POSITION:</b>	Assistant Electorate Officer (Local Community Campaigner)
<b>EMPLOYER:</b>	Parliamentary Service
<b>LOCATION:</b>	Based at Michael Berkman's electorate office in Indooroopilly
<b>STATUS:</b>	Part time (4 days per week) until November 2024 incl. 3 months' probation.
<b>CLASSIFICATION:</b>	AEO1
<b>SALARY RANGE:</b>	\$1,948 (AEO1) to \$2,161.60 (AEO4) per fortnight (0.8 FTE, pro-rata) including 4 weeks annual leave, plus 9.5% superannuation (up to 12.75% with employee contribution).  Assistant Electorate Officers commence at level 1 of the scale and become eligible for level advancement after the completion of 12 months service
<b>CLOSING DATE:</b>	21/05/2021
<b>CONTACT PERSON:</b>	Clare Scrine ( <a href="mailto:clare.scrine@parliament.qld.gov.au">clare.scrine@parliament.qld.gov.au</a> )

### APPLICATIONS

N/A

### ENVIRONMENT

This position works within Michael's Electorate Office as part of a small team of staff. The position assists the Electorate Office staff and Michael in obtaining solutions for problems presented by individuals and organisations. The position involves reception duties and dealing with constituents and the general public.

There may be occasions when the Community Campaigner will be required to work without supervision or direction and may be required to work in the Electorate Office alone. The successful applicant must be able to observe high levels of confidentiality in relation to Michael's duties and constituent work and demonstrate a high standard of literacy and punctuality.

The Electorate Office is a fast paced, dynamic environment that will require discretion in dealing with issues presented to you as a representative of the Member within the Electorate Office.

The key values of the Parliamentary Service are-

Accountability: We are accountable to the institution, our clients, and to each other.

Innovation: We are innovative and strive to create a better future.

Learning: We shall continually learn and pass on our knowledge.

Integrity: We are honest, ethical, respectful, independent and professional.

Clients: We are focused on the needs of our clients.

## **PRIMARY OBJECTIVES**

To provide administrative and clerical assistance to the Electorate Officer and Member of Parliament in the Electorate Office established by that Member.

## **REPORTING RELATIONSHIPS**

The line manager is the Electorate Officer and then Michael.

## **SUPERVISORY RELATIONSHIPS**

The Community Campaigner may provide assistance and guidance to other staff where appropriate. The Community Campaigner will also be responsible for coordinating volunteers.

## **DUTIES AND RESPONSIBILITIES**

1. Lead the development of local campaigns in Maiwar, with the support of the Electorate Officer, including by:
  - Taking a proactive role in identifying key local issues and taking steps to develop and drive campaigns on those issues.
  - Organising and running community events including forums, door knocks, and pop-up offices.
  - Leading and driving written communications about local issues and campaigns, including via email outs, social media, letters and other avenues.
  - Coordinating petitions and other campaigning tools that increase Michael's engagement with the community by building email lists and social media following.

2. Maintain and strengthen the Maiwar Electorate Office's community networks and relationships with local residents including by:
  - Regularly communicating with community groups, clubs and organisations to provide logistical support such as loan hire and raffle prizes.
  - Supporting electorate office programs such as the Maiwar Community Grants and "Maiwarriors" grants.
  - Identifying opportunities for Michael and the Electorate Office to work with local residents and groups, including by co-hosting events.
  - Building and maintaining relationships with community leaders, and diverse groups in the electorate including schools, multicultural communities, churches, student groups at UQ, and more.
3. Provide administrative support to Michael's office using a variety of office processes, for example by:
  - Undertaking general administrative duties, such as filing, opening and sorting mail, answering the telephone, updating the calendar, preparing letters, memoranda, reports etc. as required.
  - Assisting with the organisation of the distribution of correspondence including large mail outs.
4. Assist with constituent enquiries including:
  - Leading and co-ordinating the organisation of constituent contact events. These can include mobile office events, market stalls, community forums and meetings.
  - Providing assistance to constituents with a range of problems using government and community help networks, including by drafting emails to residents, answering the phones, and helping constituents who come to the office.
  - Doing some constituent casework including making written and verbal representations to a range of government, community and public bodies/utilities on behalf of Michael and constituents.
  - Carrying out research on issues relating to constituent enquiries and information required by the team.
5. Other duties as directed by the Electorate Officer or Michael.

## **RESTRICTED ACTIVITIES**

The primary objective of the Assistant Electorate Officer role is to support the activities of the Member in undertaking parliamentary and constituency responsibilities. The following "restricted activities" are not to be performed in course of undertaking official duties and responsibilities summarised above:

Assistant Electorate Officers may not, in the course of official duties, undertake political electioneering or campaigning activities, defined as:

- Soliciting financial support (e.g. subscriptions, donations, membership) for a

- member, political party or a candidate;
- undertaking or attending activities for the overt purpose of encouraging a general exhortation to support (e.g. vote for) a particular person, political policy or political party; or
- distributing material featuring political party logos or how to vote instructions in favour of a particular candidate or political party.

Should an Assistant Electorate Officer wish to undertake any of the restricted activities above, activities must be conducted outside of official working hours or during periods of official leave, and may not be undertaken using electorate office resources.

While Assistant Electorate Officers are encouraged to provide assistance and advice to constituents regarding a range of matters, they may not, in the course of official duties, provide "professional advice" (e.g. financial advice, legal advice) to constituents or other members of the public.

## **SELECTION CRITERIA**

### **Experience**

Must have demonstrated political judgement and experience working or volunteering in a similar setting (either a political office, election campaign, community group or social/legal support service).

Experience working for social and political change in any setting, including community-based and unpaid roles will be considered.

### **Skills, Knowledge and Abilities** *(Desired skills and abilities)*

1. Demonstrated political judgement, with a particular emphasis on Queensland politics.
2. Demonstrated ability to identify potential campaigns and develop them with minimal supervision.
3. Highly developed skills recruiting and managing volunteers, including experience running voter contact actions during election campaigns.
4. Strong interest in or knowledge of issues relevant to the Maiwar electorate (Auchenflower, Bardon, Taringa, Toowong, St Lucia, Indooroopilly, Fig Tree Pocket).
5. Advanced communication skills, both written and oral.
6. Excellent interpersonal skills and the ability to communicate and liaise with a diverse client group including constituents, community groups, Members of Parliament and Public Servants.
7. Ability to prioritise activities to meet deadlines.
8. Ability to perform a wide range of allocated duties thoroughly and with limited supervision.

9. Proven word processing skills, general computing skills (e.g. email and Outlook, internet, spreadsheets, Google documents, NationBuilder or other databases etc.)

## **Equal Opportunity**

We are an equal opportunity employer. We encourage Aboriginal and Torres Strait Islander peoples, those from a migrant or non-English speaking background, women and those who identify as LGBTIQ+ to apply.

## **ADDITIONAL INFORMATION**

### **Employment Screening**

The successful applicant will be required to submit a National Criminal History Check prior to appointment. A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment. All personal information obtained in the application process will be treated confidentially and held securely by the Parliamentary Service.

### **Information security and other Parliamentary Service policies**

The occupant of the position may, through the course of their employment, have access to many sources of information. When dealing with information of the Parliamentary Service, Community Campaigners are not to access, use or release information without an official purpose related to the performance of their duties and then only in accordance with Parliamentary Service policy.

### **Working hours**

Full time hours are 72.5 hour per fortnight. Part time staff are paid their rostered hours only. The Electorate Office business hours are 9am - 5pm.

### **Work outside normal hours**

Some work outside business hours (7.00 am to 6.00 pm) or on weekends will be required. Time off in lieu for those hours will be granted where reasonable.

### **Use of motor vehicles**

Electorate Office Staff are not required to use their private motor vehicles in the course of their duties and the Maiwar Electorate Office does not compel staff to use their private motor vehicles. It may be agreed between Michael, the Electorate Office staff and the Community Campaigner that it is necessary or convenient to use their private motor vehicles for some work business.

### **Length of employment**

Electorate Office staff are employed whilst the Member is in office. Should the member retire or be defeated at an election then the Electorate Office staff's employment will cease.

### **Conditions of employment**

Employment conditions for Electorate Office staff are determined by The Parliamentary Service Electorate Office Staff Certified Agreement 2020. A copy of the Award is available on the Queensland Industrial Relations Commission website - <https://www.qirc.qld.gov.au/awards/modern-awards>.

A copy of the current Certified Agreement is also available on the QIRC website at the following link: <https://www.qirc.qld.gov.au/agreements/public-service-agreements>.

### **Salary Range**

Starting salary will be based on experience in similar roles within the range \$1,948 (AEO1) to \$2,161.60 (AEO4) per fortnight (0.8 FTE, pro-rata full-time rate of \$2,435-\$2,702) including 4 weeks annual leave, plus 9.5% superannuation (up to 12.75% with employee contribution).

### **Applications and further information**

To apply for this role, please submit a current CV, along with a cover letter including written responses to the selection criteria with the subject line "Local Community Campaigner Application" to: [clare.scrine@parliament.qld.gov.au](mailto:clare.scrine@parliament.qld.gov.au)