

EXPRESSIONS OF INTEREST

Aiv Puglielli is the new Greens MP for the North East Metropolitan Region in the upper house of the Victorian parliament. He is looking for 3 to 4 (FT/PT) enthusiastic and committed people to staff his electorate office.

Expressions of interest are sought for people interested in:

- Advising on policy and assisting with parliamentary work, including developing strong stakeholder relationships
- Planning and executing advocacy campaigns on issues of public interest
- Helping constituents with a range of issues and undertaking local engagement work with communities in the North East Metro region
- Managing communications across a variety of channels, in particular organic and paid social media, but also including email, web, as well as print
- Diary, office and budget management

There are options for full time and part time work and you can express an interest in more than one of the roles outlined above. There will be the opportunity for one or two regular work from home days per week if desired, with at least 3 days working from our office in Doncaster expected.

To be an electorate officer you need to demonstrate:

- Values that align with the Greens' values of social justice, environmental sustainability and peace and non-violence.
- Experience in the type of work you are expressing an interest in.
- Well-developed written, oral and interpersonal communication skills.
- Excellent attention to detail and great organisation skills (you'll have to manage competing priorities and meet tight deadlines).
- The ability to maintain a friendly and approachable manner with people of all backgrounds and personalities and develop and maintain strong relationships even under pressure.
- The capacity to comprehend complex issues and quickly adapt to changing circumstances at short-notice.
- The ability to maintain strict confidentiality on all issues associated with the office and your duties as an adviser.

People from diverse backgrounds are especially encouraged to apply. We understand this role includes many different elements. Even if you don't have all the experience necessary, we encourage you to apply if you have a 'let's get things done' attitude, a commitment to Greens values, the ability to work well with others and build relationships, and a willingness to learn quickly.

FURTHER INFORMATION

You will be employed under the terms and conditions of an Electorate Officer. 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.

Pursuant to section 30(5) of the Parliamentary Administration Act 2005, Electorate Officers are prohibited from performing 'party-specific activity' during the course of their employment.

Hours of work | Part time or full time is available. A standard work day is 7.6 hours, to be worked between 8am and 6pm, with some overtime and weekend work as needed, including attending community events on behalf of the MP.

Salary | Electorate Officer Grade 2, starting at \$80,227 per annum pro rata (plus superannuation) or depending on experience Electorate Officer Grade 3, starting at \$91 727 per annum pro rata (plus superannuation)

How to apply | Your application must be in the form of **a single PDF document** that includes:

- 1) A CV of maximum 2 pages
 - 2) A cover letter of maximum 1 page, outlining your relevant experience and why you believe you are a good fit for the work you are interested in, including examples from previous roles.
- (Note: you do not have to address each of the dot points above)

Please submit your application to aiv.puglielli@parliament.vic.gov.au with the subject line "Expression of Interest: EO roles" and with your PDF application as an attachment.

For any questions, contact aiv.puglielli@parliament.vic.gov.au, noting the office will be closed until 16 January.