

Deputy Chief of Staff

Office Samantha Ratnam, Leader of the Victorian Greens

SAMANTHA RATNAM

LEADER OF THE VICTORIAN GREENS

Overview

The Leader of the Victoria Greens, Samantha Ratnam, is looking for an experienced and motivated strategist to join her team working with the Victorian Greens State MPs.

The Victorian Greens have elected eight MPs to the Victorian Parliament: four in the lower house and four in the upper house where we are in shared balance of power. Our aim is to implement Greens policy by working in the Parliament and in the community, including through campaigning on key state-wide and local issues.

The Position

We are looking for someone able to support the Chief of Staff and senior staff team to drive parliamentary campaign work with the Victorian Greens MPs and navigate the complex and ever-changing environment of state politics. The role involves issues campaign management and strategy implementation, supporting the management of relationships with key internal and external stakeholders, and supporting the Chief of Staff.

Roles and Responsibilities - the Deputy Chief of Staff is responsible for:

- Working closely with the Chief of Staff to support MPs and their offices to implement the strategic plan of the Victorian Greens MPs.
- Scanning the political environment for opportunities and risks and, with the Leader and Greens MPs, identifying, developing and executing plans to manage these risks and opportunities.
- Oversee and coordinate strategic issue campaigns in the parliament and community including but not limited to:
 - identifying political opportunities and working across the team to turn ideas into actions,
 - generating parliamentary tactics to progress campaign priorities, and
 - working with MPs to deliver campaign plans on time.
- Working with the Greens MPs to coordinate their work and projects.
- Administrative tasks as needed.
- Supporting the Leader and Greens Party Room in other duties as needed.

Key Selection Criteria

- Experience in political, parliamentary or campaign strategy
- Demonstrated high level of political nous and a commitment to Greens values
- Experience in achieving successful outcomes in a political setting
- Capacity to work well with a wide range of people in complex environments
- Demonstrated ability to manage a large amount of information, multiple campaigns and activities and high workload
- High level communication and interpersonal skills, including the ability to say 'no'
- Demonstrated ability to maintain a high level of confidentiality and discretion
- High level of organisational and project management skills
- Ability to motivate and inspire others

FURTHER INFORMATION

You will be employed under the terms and conditions of a Parliamentary Advisor. Parliamentary Advisors are employees of the Victorian Parliament, directly accountable to the Parliamentary Leader. Parliamentary Advisor roles require a high degree of loyalty, versatility and the ability to maintain confidentiality on behalf of the Leader, MPs and those who contact the office.

Reporting | This position reports directly to the Chief of Staff, however, with supervision from the Parliamentary Leader.

Location of the position | The position will be based primarily at the Leader's office with the expectation of work in other locations, most notably Parliament House. Some regional travel is also expected.

Hours of work | The role is offered as full time but a 9 day fortnight or 4 day week may be considered for the right applicant. A standard work day is 7.6 hours, to be worked between 8am and 6pm, with some overtime and weekend work as needed.

Salary | Parliamentary Advisor starting salary is \$100,036 per annum (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 2 pages, outlining your relevant experience and why you believe you are a good fit for this role, including examples from previous roles. (Note: you do not have to address each of the dot points above)

Please submit your application to clare.ozich@parliament.vic.gov.au with the subject line "Deputy COS role" and with your PDF application as an attachment.

DO NOT USE THE ETHICAL JOBS PORTAL

For any questions, contact Clare at clare.ozich@parliament.vic.gov.au