

POSITION DESCRIPTION

MEDIA ADVISER

Office of Dr Mehreen Faruqi, Deputy Leader of the Australian Greens and Senator for NSW

Position type: Full time (Electorate Officer B)

Starting salary range: \$85,877 to \$97,282 including allowances

Location: Sydney; frequent travel to Canberra and interstate

Reports to: Chief of Staff

Last reviewed: May 2023

Senator Faruqi is seeking a Media Adviser to join her small, highly collaborative team. The team is committed to being a radical voice in politics, pushing boundaries and working closely with grassroots movements in the fight for racial, social and environmental justice.

Senator Faruqi is the Deputy Leader of the Australian Greens, and maintains portfolio responsibility for Education, Anti-racism, Animal Welfare, the Republic and International Aid and Global Justice

As a Media Adviser, you will play a critical role in shaping and managing the media presence of Senator Faruqi, and will work to maximise Mehreen's effectiveness through proactively seeking media engagement opportunities.

This is a fast-paced and dynamic position that offers an exciting opportunity to make a significant impact on Australian politics and public discourse. A background in media relations, communications, and political strategy is highly desirable.

If you feel you meet most, but not all, of the selection criteria, please do apply. People of culturally diverse backgrounds are actively encouraged to apply.

Please note all employees are expected to sign a confidentiality agreement and code of conduct prior to commencing their employment.

The position will be based in Sydney and will require frequent travel to Canberra and interstate.

Pay and Conditions

This position will be offered under the Members of Parliament (Staff) Act 1984, and employment conditions are outlined in the [Commonwealth Members of Parliament Staff Enterprise Agreement 2020-2023](#), which include;

Depending on experience, a commencing salary ranging from \$69,170 to \$80,757, plus an allowance, in recognition of additional hours worked on occasion, of up to ESA 8 (\$16,707 per annum)

Generous employer-sponsored superannuation of 15%

Relocation assistance, studies assistance and paid study leave may also be available (subject to eligibility requirements)

Ongoing training and professional development facilitated by the employment framework

Travel allowance will be paid for each night of travel required in line with the [Commonwealth Members of Parliament Staff Enterprise Agreement 2020-2023](#)

This is an ongoing contract and will commence as soon as possible. A probationary period of three months will apply and may be subject to extension by a maximum of two months. All employees are expected to sign a confidentiality and code of conduct agreement before the commencement of their employment.

Should you have further questions, please contact senator.faruqi@aph.gov.au using the subject line: Media Advisor enquiry via EthicalJobs, or call on (02) 9211 1500.

The Australian Greens are an equal opportunity employer. We 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 lived experience of racism and those from diverse communities to apply for all our roles.

Key Responsibilities include:

1. As the primary contact for media, manage media engagements, briefings and proactively pitch media stories to journalists to maximise media and policy profiles.
2. Provide advice on media appearances and messaging to the Senator, prepare media briefings, media releases, interview briefing notes, opinion pieces, and other content for publication, and organise media conferences. Handle rapid response situations effectively.
3. Cultivate and maintain positive relationships with key journalists, media outlets, and relevant stakeholders.
4. Work with the digital communications team to ensure effective communication of the Senator's work across various portfolio areas and as Deputy Leader of the Australian Greens.
5. Develop media pitches, briefs and packs and work with the team to come up with out-of-the-box, creative ideas to effectively communicate the work of the Senator's office and policy positions to the public.

6. Proactively monitor news coverage and social media discourse to identify and respond to emerging issues, media trends, and potential opportunities or risks.
7. Provide support and accompany Mehreen to media interviews and public appearances, where requested.
8. Engage in policy development as requested. Prepare speaking notes, speeches, policy briefs and parliamentary materials such as questions for Senate Estimates and notes on drafting of amendments and private members bills.
9. Retain flexibility to perform other duties as requested.

Required skills and experience (selection criteria):

1. Experience in media relations, strategic communications, or journalism, preferably within a political or advocacy setting.
2. Exceptional interpersonal and verbal communication skills.
3. Strong understanding of Australian political system and politics and the media landscape.
4. Highly-developed organisational and time management skills, including flexibility and ability to meet tight deadlines and evolving priorities as part of a small team.
5. Strong analytical skills and demonstrated capacity to comprehend complex issues, think strategically and adapt to rapidly changing circumstances.
6. Experience in developing and implementing media strategies and proactive media.
7. Excellent writing skills are essential for this role. Examples attached to your application are encouraged, including writing for media audiences.
8. Strong computer skills.
9. An ability to work as part of a team as well as independently with minimal supervision.
10. An ability to work irregular hours and to travel interstate as required.
11. A commitment to and understanding of progressive Greens values.