

Office of Senator Larissa Waters			
<b>Job Title</b>	Policy and Parliamentary Adviser	<b>Job Category</b>	Electorate Officer B
<b>Location</b>	Brisbane or Canberra	<b>Position Type</b>	Full-time, ongoing
<b>Total Salary</b>	\$101,639 (inclusive of 10 ESA points) +15% super + generous travel allowance	<b>Reports To</b>	Chief of staff and Senator Waters
		<b>Probation period</b>	3 months (with a possible maximum extension of 2 months)

### Job Description

The Policy and Parliamentary Adviser will provide a high level of support to Senator Larissa Waters to maximise the Senator's effectiveness in Parliament and support the Senator's media and community engagement efforts. The person appointed will accompany the Senator to Canberra for Parliamentary sitting weeks and for other parliamentary business, public engagements and community meetings as required. This will involve extensive travel and irregular hours.

This role will provide advice on policy matters, support local and national campaign initiatives, and support the Electorate Office strategic objectives. This role oversees and drives the MPs work on policy within the Women and Democracy portfolios through parliamentary business including legislation, senate inquiries, meeting with stakeholders, and researching and writing policy briefs. A strong understanding of Greens policy will be essential and experience in high-level policy work will be highly advantageous. This role will be preferably based in Brisbane, but a Canberra based role, with regular travel to Brisbane, would be considered for the right candidate.

The position is offered under the Members of Parliament (Staff) Act 1984 and conditions are outlined in the Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23. The salary package is supplemented by an electorate staff allowance in recognition of the long and irregular hours, the full package is \$101,639pa + 15% superannuation. Generous travel allowance for overnight travel (including approximately 20 four day weeks in Canberra) is also provided.

### Roles and Responsibilities

1. Management of all parliamentary activity including legislation advice, preparation and amendments, policy briefs and proposals for the Party Room, committee work and inquiry preparation and reports, Senate Estimates, Private Members' Bills, Motions, Speech Notes, Parliamentary Groups and Associations, etc.
2. Advice and support in negotiations with other parties, including government and shadow ministerial offices and staff.
3. Management of stakeholder relationships in areas of priority including working with the office manager on organisation and attendance at meetings.
4. Providing timely information and strategic advice to the Senator and other staff within the office.
5. Carrying out research in policy areas relating to Women and Democracy.
6. Preparing materials for other offices on portfolio issues, such as speech notes.

7. Support for the Senator when travelling including Parliamentary sitting weeks, Senate Committee inquiries, and community visits, as required.
8. Liaison with communications and campaigns staff in preparation of materials for campaigns.
9. Drafting or reviewing of media releases in areas of policy expertise, as directed.
10. Liaise with the Greens party bodies and other elected representatives to ensure policy alignment across jurisdictions.

### **Selection Criteria**

- An interest in, and thorough understanding of, the Australian political context and Australian parliamentary procedures and processes.
- Ability to track legislation and the parliamentary program (legal training a strong advantage).
- Sound knowledge and understanding of Australian Greens policies and major issues and how they relate to other political parties and NGOs' policies.
- Sound knowledge and understanding of policy issues within the Senator's portfolios
- Good understanding of media operations.
- Experience of working with, or in a political, community or lobbying organisation
- Ability to establish and maintain strong working relationships with a wide cross section of individuals and organisations.

### **Experience/Knowledge/Personal Qualities**

The following abilities and personal qualities are desirable:

- Good understanding of the community sector.
- Awareness of party structure and operations of the Australian Greens.
- Flexibility and initiative.
- Ability to work cooperatively in a close, teamwork environment.
- Enthusiasm and self-direction.
- Ability to work effectively and amicably under pressure.
- A respect for sensitive and confidential information.
- A commitment to the Australian Greens' Charter and principles.
- Current driver's licence.
- Sense of humour.

A probationary period of 3 months, with the option of extending by a maximum of two months, will apply. All employees are expected to sign a confidentiality and code of conduct agreement.

### **To apply for this role, please prepare an application including:**

- A cover letter of no more than two pages, addressing the selection criteria and other qualities as listed above
- Your resumé

The Australian Greens 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 culturally and linguistically diverse backgrounds to apply for all our roles.

**Please submit your application to [asia.munro@aph.gov.au](mailto:asia.munro@aph.gov.au) with the subject line 'Policy and Parliamentary Adviser Application' by 4pm Thursday, June 22 2023.**

Questions can be addressed to the Chief of Staff Asia Munro via email or on 07 3367 0566