

## Executive Assistant / Constituent Support Officer - Johnathan Davis MLA

### POSITION OVERVIEW

Johnathan Davis MLA is the ACT Greens Member for Brindabella in the ACT Legislative Assembly.

Johnathan represents the ACT Greens in a range of spokesperson roles and serves on three of the Assembly's standing committees. However, Johnathan's number one priority is providing effective representation for the 83,000+ residents of Tuggeranong.

Find out more about Johnathan [here](#).

The Executive Assistant & Constituent Support Officer role is best summarised into two main areas of work:

1. Providing a high level of executive support to the Member, ensuring the Member is in the right place, at the right time, with the right information
2. Providing timely support and advice to the Members constituents with empathy and kindness

### POSITION DESCRIPTION

The Executive Assistant & Constituent Support Officer will be responsible for:

- Coordinating and manage a range of office processes with limited supervision
- Providing administrative support to the team
- Diary management
- Preparing and briefing for all upcoming meetings and events
- Being the first point of contact for the office
- Providing advice and support to constituents
- Preparing correspondence to Ministers on behalf of constituents
- Following up with constituents and case-managing issues through to satisfactory completion
- Updating and managing constituent database
- Identifying opportunities for campaigns and advocacy within Tuggeranong
- Keeping up to date with the goings-on in Tuggeranong (schools, business, sports, community groups etc.)
- Keeping up to date with ACT Government announcements and services to support constituents (grants, programs, surveys etc.)

Though this role is focussed on executive assistant and constituent support responsibilities, you can also expect to occasionally be asked to assist with:

- Policy research including reading and summarising reports and submissions to committees
- Speech writing, particularly to highlight constituent issues in the Assembly
- Assisting in the development, implementation and review of the policy and electorate campaigns
- Covering the Friday morning 'Electorate Office' when needed

## SELECTION CRITERIA

- Highly organised including the ability to take initiative and manage competing priorities
- Ability to exercise sound judgement and perform at a high standard under limited supervision
- Professional written communication skills including the ability to prepare concise correspondence
- Personable and friendly oral communication style coupled with great listening skills
- Demonstrated ability to solve problems with creativity, speed and kindness
- An interest in progressive policy, politics and current affairs

## THE DETAILS

Salary – \$73,920 per year (Adviser Level 1.2 Lower) plus:

- 9.5% loading in lieu of overtime and Long Service Leave.
- 11.5% employer superannuation contribution
- 17.5% Annual Leave Loading.

Hours – Full Time (Flexible working conditions may be considered).

Contract – Until end of Assembly term (November 2024).

## APPLY

Please send a CV with two references and a cover letter responding to the selection criteria to [DAVIS@parliament.act.gov.au](mailto:DAVIS@parliament.act.gov.au)

**Applications Close:** 9:00am Monday 7th August 2023.

For information, please contact the Davis office on 02 6205 0051.