

## **Position Description – Diary Coordinator**

### **Electorate Office – Dr Sophie Scamps MP, Independent Federal Member for Mackellar**

#### **Role Purpose**

Reporting to the Deputy Chief of Staff (DCOS), and working closely with the Member and the Chief of Staff (COS), the Diary Coordinator is responsible for the effective and efficient use of the Member's time, including the coordination of incoming invitations and meeting requests, the scheduling of staff meetings, and working with the media adviser to allocate time for media requests.

The Diary Coordinator plays an integral role within the electorate office and the wider community, providing a professional, organised and friendly liaison between the Member and local organisations, constituents, parliamentary colleagues and stakeholders.

The position is offered under the Members of Parliament (Staff) Act 1984, with conditions outlined in the Commonwealth Members of Parliament Staff Enterprise Agreement 2024–27.

This is a part-time role (4 days per week), based in the Mackellar electorate office, with occasional local travel within the electorate. Some flexibility in working hours is required during Parliamentary sitting weeks and peak periods.

#### **Key Responsibilities**

##### **Diary and Schedule Management**

- Manage and maintain the Member's diary and schedule, including appointments, meetings, events, media engagements and travel, within the framework set by the Member
- Coordinate and oversee incoming meeting and event requests from stakeholders and constituents
- Ensure required information for each diary entry is complete
- Update meeting contacts and other information to VoterID case management system as required
- Liaise with the Member and executive team regarding requests for the use of the Member's time

- Prepare materials for weekly planning meetings to discuss diary priorities, invitations and meeting requests
- Coordinate internal meetings, including allocating blocks of time for constituent and stakeholder meetings and community visits
- Ensure adequate preparation time is scheduled in the diary, including time for speeches and briefing.

### **Event, Invitation and Community Liaison**

- Respond to invitations and, where accepted by the Member, liaise with organisers in the leadup to events
- Provide detailed event briefs to prepare the Member for attendance at local events
- Advise the Member on speaking requirements for events, including speech length, format and program details
- Liaise with relevant staff (including the COS, DCOS, Media Adviser, Senior Adviser and Constituent Liaison Managers) to develop speaking points for engagements when required
- Proactively identify and suggest visits and events in consultation with the COS and/or Community Engagement team
- Liaise with members of Independent Mackellar to coordinate the Member's attendance at functions and meetings.

### **Travel Coordination**

- Research travel options and make bookings on behalf of the Member, including flights, Comcar transport and accommodation
- Add all travel bookings and ticket details to the Member's diary
- Process travel expense claims for the Member
- Liaise with the DCOS regarding travel budgets and compliance with travel rules
- Book parking as required.

### **Office and Team Support**

- Work with the Member and executive team to prepare and circulate the agenda for regular team meetings, take notes and circulate notes and agreed actions to the team following each meeting
- Establish and maintain effective working relationships and strong internal communication across the office
- Assist the DCOS with the development and maintenance of office procedures and policies as required
- Attend events and functions with, and on behalf of, the Member as required
- Monitor issues affecting the electorate and keep the Member and team informed.

### **Other Duties**

- Refer all written documentation to the Member for review, signoff and approval
- Ensure compliance with all Workplace Health and Safety (WHS) requirements
- Actively contribute to the maintenance and improvement of office systems and processes
- Manage workload effectively and flag when additional assistance may be required
- Undertake other tasks as directed by the Member.

### **Key Attributes**

- High accuracy and attention to detail.
- Process driven and highly organised.
- Strong written and communication skills.
- Ability to multitask and perform in a fast paced, high pressure environment.
- Local connection to and knowledge of the Northern Beaches.
- Ability to work independently, meet tight deadlines and perform under pressure.