

POSITION DESCRIPTION



Office of Melanie Selwood MLC

Position Title	Office Assistant
Salary & entitlements	\$33,650 for 0.4FTE (\$84,125 pro rata) inclusive of 15% overtime allowance.
Location	Primarily at Parliament House, Adelaide but some work at other locations may be required.
Position Status	2 days per week (between Monday – Wednesday). Fixed term 12 month contract. Some out of hours work required.
Commencing	Early September (negotiable)

About our team	The Greens movement is based on the four pillars of - social equity and economic justice - ecological sustainability - grassroots democracy - peace, non-violence and disarmament Greens parties across the world share these same principles and values. Our office undertakes the work of Melanie Selwood MLC, Greens Member of the South Australian Legislative Council. The Greens have two members of the South Australian Legislative Council, and aim to work collaboratively with our Greens colleagues across the country, members, supporters and volunteers here in SA. Our goals are to grow our movement, win at elections, and achieve outcomes for South Australia that align with our values.
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Key responsibilities	The Office Assistant will work closely with the whole team, primarily with the Office Manager, to support the team with our goals. This position is designed to be an opportunity for someone to gain experience in a political office while providing support where needed. Key duties will include: - <u>Administrative support</u> – providing support to the team as required - <u>Correspondence</u> – supporting the team to communicate with people and organisations who contact our office - <u>Research & briefings</u> – drafting briefing notes on relevant topics - <u>Data entry</u> – maintaining our database systems & entering data after event
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	- <u>Phone calls</u> – answering calls, inviting people to events or meetings - <u>Website and media management</u> – editing & maintaining videos on our website and YouTube - <u>Event support</u> – supporting the team to deliver events or meetings - Other duties as required
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Essential requirements	The Office Assistant must meet the following requirements: - <u>A commitment to Greens values and policies</u> - o Interest in political work and building the Greens movement - o An understanding of the Greens and support for the party's principles, policies and decision-making processes - <u>Interpersonal skills and communication</u> - o Excellent written, oral and interpersonal and relationship management and communication skills - o Demonstrated skill in building relationships with volunteers, staff and external groups - <u>Collaboration, organisation and delivery</u> - o Demonstrated organisational skills in managing competing priorities - o Strong emotional intelligence, problem solving skills and resilience - o Demonstrated ability to work within a small team in a dynamic work environment and work independently as required - <u>Technical skills</u> - o Strong office administration skills - o Experience in using MS office Successful candidates must not be a member of another political party.
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Key relationships	Electorate Services within the Department of Treasury	Employer
	Melanie Selwood MLC	Direct line manager. Advise and receive instructions.
	Office Manager	Escalate issues, keep informed, advise and receive instructions.

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	Our team	Work collaboratively and inclusively.
	Office of Robert Simms MLC	Work collaboratively and inclusively.
	Other Greens offices	Work collaboratively and inclusively.
	External organisations	Liaise and communicate as required.
	Constituents, Greens members, supporters & volunteers	Build positive relationships, liaise and communicate as required.

Diversity, equity & inclusion	We are committed to building a diverse, inclusive and equitable workplace where everyone feels valued, respected, and empowered to contribute. We encourage applications from people of all backgrounds, experiences and perspectives including Aboriginal and Torres Strait Islander peoples, people with a disability, culturally and linguistically diverse people, LGBTQIA+ people, and people of all ages. Our team endeavours to make our workplace accessible and reasonable adjustments are available to support individual needs.
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Work, health and safety	You must take all reasonable care for yourself and others, and comply with any reasonable instructions, policies and procedures relating to work health safety and wellbeing.
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Application details	Applications should include a resume and cover letter of up to 500 words that addresses the selection criteria and highlights relevant experience. Please also include details of your referees at the bottom of your resume or cover letter. For any questions regarding the role, please email Selwood.office@parliament.sa.gov.au
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