

Paddington Ward Advisor

KEY DETAILS

Job Title: Ward Advisor

Salary Range: \$94,759.20 - \$110,677.76 per annum plus 12% Superannuation (Pro rata)

Work Type: Contract Part Time, 4 days per week

Duration: Fixed term contract until the next quadrennial election in March 2028 with the possibility of extension

Location: Paddington Ward Office, 44 Latrobe Tce, Paddington QLD

Starting date: Early November 2026, pending Brisbane City Council HR processes

ABOUT THE ROLE

The Paddington Ward Office of Brisbane City Council is seeking a Ward Advisor.

The Ward Advisor is the senior staff role, responsible for staff and office management, campaign strategy on local issues, policy development, and community engagement.

The Ward Advisor works very closely with the Paddington Councillor, the Ward Office staff team, other Ward and electorate offices, stakeholders, Council officers, the Queensland Greens, and elected representatives. They ensure clear communication, in a timely manner, sometimes under severe time constraints.

The Ward Advisor also provides oversight to the Paddington staff and volunteers ensuring day to day operation of the office is productive and efficient. It is essential that key priorities are responded to while allowing for agility within a highly politically charged environment.

We are seeking somebody who possesses progressive values with a strong environmental, First Nations justice and social justice focus, with the energy and care to support the Councillor and ward staff.

The role requires the capacity and flexibility to occasionally work non-office hours, including evenings, weekends, and extended hours during election campaigns,

Chambers meetings or periods of significant activity or risk. This is compensated through time-in-lieu.

JOB DESCRIPTION

The Ward Advisor is the senior role within the office. This role involves the following, in close collaboration with the Councillor:

- Office and staff management
- Supporting the elected Councillor day to day
- Co-planning strategic communications and campaigns with the Councillor
- Planning and rolling out local community campaigns to secure improvements for Paddington residents
- News media liaison and support
- Policy research to support the Councillor in Council meetings
- Written public communications including social media, printed and email newsletters, news media, speeches, letters and formal submissions to Council
- Supporting other staff with event management and facilitation
- Supporting other staff to manage volunteers

ELIGIBILITY

To be appointed to this position, Council requires that you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia temporarily. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

ABOUT THE ORGANISATION

The Paddington Ward Office is a small office team, of 3 full time equivalent staff split across 5 part time roles plus the Councillor. The Councillor for the Paddington Ward represents Brisbane's inner north-west including the suburbs of Auchenflower, Bardon, Herston, Kelvin Grove, Milton, Paddington, Petrie Terrace, Red Hill, and parts of Bowen Hills and Toowong.

The office serves many roles in the local community:

- Advocating for our residents
- Voicing local priorities to the Council
- Campaigning for local issues of various scale
- Advocating for Green positions on citywide issues
- Supporting local events and community groups

- Supporting residents navigating Council bureaucracy

The office is committed to ecological sustainability, social justice, grassroots democracy, and peace and non-violence.

This office supports the local Councillor and residents, and sits within the broader Brisbane City Council. The office is regularly interacting with both non-political and political elements of the broader Council to advocate for our residents.

The local Councillor is a member of, and is responsible to, the Queensland Greens. As a party, the Queensland Greens work to build a fairer and more sustainable Queensland where everyone can afford a good life.

KEY SELECTION CRITERIA

Essential:

1. Demonstrated ability to manage staff, give and receive feedback, deliver a plan and build a positive, energetic team culture.
2. Demonstrated ability to manage office processes such as budgets, work plans and process guides to facilitate high level administrative support.
3. Highly developed interpersonal and oral communication skills including the ability to liaise with residents and elected officials to obtain information, research legislation and policy, respond to resident needs, and build effective working relationships.
4. Demonstrated high level written communication and research skills with the ability to compile and create summaries, newsletters and correspondence.
5. Demonstrated ability to work both autonomously and as a senior member of a team with the ability to prioritise work and meet deadlines.
6. Demonstrated experience in liaising and dealing with sensitive information in a confidential and appropriate manner.
7. Demonstrated experience in the effective use of computer systems and applications relevant to office management, including high level skills in Microsoft Office.

Desirable:

1. Experience as the chief-of-staff or office manager of an elected representative.
2. Experience in community events and engagement.
3. Experience in community campaigning within a wider organisation.

NEXT STEPS

To apply, please send a cover letter (maximum 2 pages) addressing the selection criteria and your CV to Cr Seal Chong Wah, at paddington.ward@bcc.qld.gov.au using the subject line: Ward Advisor Paddington Ward Office.

Applications will remain open until **5pm Wednesday 21 October**.

The Greens are an equal opportunity employer, which means we strongly encourage any interested and qualified parties to apply – we don't discriminate on the basis of age, race, religion, sexual orientation, gender identity or disability.