POLICY AND PARLIAMENT ADVISER

Position description | Office of Dr Mehreen Faruqi, Greens Senator for NSW

Position type	Full time ongoing
Starting salary range	$98,402–$115,270 inclusive of allowances in recognition of reasonable additional hours of work and travel
Superannuation	Employer superannuation contribution of 15.4%
Location	Sydney, with frequent travel to Canberra
Reports to	Chief of Staff
Apply by	19 November 2026

Senator Faruqi is seeking a Policy and Parliament Adviser to join her small, highly collaborative team. The team is committed to being a radical voice in politics, pushing boundaries and working closely with grassroots movements in the fight for a more just world.

Senator Faruqi represents NSW and holds the Greens' federal portfolios of tertiary education, anti-racism, animal welfare, international aid and global justice, and the republic.

As Policy and Parliament Adviser, you will manage the Senator's parliamentary activity, advise on legislation and lead policy development, working across Senator Faruqi's portfolios. You will write speeches, briefs and other communications material, and contribute creatively to legislative negotiations, community and stakeholder engagement, and strategy. It's a busy, but well-supported job, working directly with Senator Faruqi and her Chief of Staff.

With the Greens currently holding Senate balance of power and a federal election due by mid 2028, this is a chance for someone with progressive values, a broad policy skillset and the ability to learn quickly to have a significant impact on current policy and legislative debates while contributing to a better future.

If you feel you meet most, but not all, of the selection criteria, please do not be dissuaded from applying. People of culturally diverse backgrounds are actively encouraged to apply.

The position will be based in Sydney and requires frequent travel to Canberra when Parliament sits. Please note all employees are expected to sign a confidentiality agreement and code of conduct prior to commencing employment.

Key responsibilities

1. Provide policy and legislative advice, undertaking research, analysis and policy development across the Senator's portfolios.
2. Engage with stakeholders to form and maintain key relationships, and gather input into the development of Greens policy positions.
3. Manage all parliamentary activity including speaking notes, speeches, policy briefs and proposals, committee work, questions for Senate Estimates and briefing legislative drafters for amendments and private members bills.
4. Analyse legislation and motions introduced by other parties and parliamentarians and provide advice and briefings.
5. Stay well informed of current events and media reports, especially in relation to the Senator's portfolio areas and NSW, and help identify media opportunities in policy and parliament.
6. Attend and represent the Senator in parliamentary, departmental, and stakeholder meetings and briefings.
7. Retain flexibility to perform other duties as requested.

Selection criteria

1. Excellent writing and research skills are essential for this role.
2. Strategic thinking and analytical skills, and demonstrated capacity to comprehend complex issues including understanding of some of the Senator's portfolio areas.
3. Demonstrated understanding of the political system and context in Australia.
4. Existing knowledge of federal parliamentary processes is desirable, but not essential.
5. Demonstrated strong interpersonal, communication and liaison skills, and experience managing stakeholder relationships.
6. Highly-developed organisational and time management skills, including flexibility and ability to meet tight deadlines and evolving priorities.
7. An ability to work as part of a team as well as independently with minimal supervision.
8. Strong computer skills.
9. Understanding and commitment to progressive Greens values.

Pay and conditions

This position will be offered under the Members of Parliament (Staff) Act 1984. Employment conditions are outlined in the Commonwealth Members of Parliament Staff Enterprise Agreement 2024-27 (Enterprise Agreement), which include:

- Depending on experience, a commencing salary ranging from $98,402–$115,270 inclusive of allowances in recognition of reasonable additional hours of work and travel
- Generous employer-sponsored superannuation of 15.4%
- Relocation assistance, studies assistance and paid study leave may also be available, subject to eligibility
- Ongoing training and professional development facilitated by the employment framework
- Travel allowance will be paid for each night of travel required in line with the Enterprise Agreement
- This is an ongoing contract, commencing mid-January 2027.

A probationary period of three months will apply and may be subject to extension by a maximum of two months. All employees are expected to sign a confidentiality and code of conduct agreement before the commencement of their employment.

The Australian Greens are an equal opportunity employer. We 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 lived experience of racism and those from diverse communities to apply for all our roles.

How to apply

Please submit your resume and a maximum two page cover letter addressing the key responsibilities and selection criteria by 5 PM on 19 November 2026.

We're happy to answer any questions you have about the role before you apply. Please contact senator.faruqi@aph.gov.au with the subject line "Policy and Parliament Advisor", or call (02) 9211 1500.