Overview
The Victorian Greens MPs are seeking a motivated and experienced person to join our parliamentary staff team.

The Director of Parliament and Policy role is part of the senior staff leadership team for the Victorian Greens MPs.

They will be based in the office of Deputy Leader and Manager of Parliamentary Business, Ellen Sandell MP, but work across all MPs offices to ensure that parliamentary and policy work is coordinated, effective and efficient.

Key Responsibilities
The Director of Parliament and Policy will be responsible for supporting the Manager of Parliamentary Business (Ellen Sandell MP) to do the following:

- Help set, implement and keep track of the parliamentary strategy for the Victorians Greens MPs.
- Coordinate the logistics of the Greens MPs work in Parliament, including attending Parliament when it’s in session, following the passage of Bills, working across MPs and their staff to ensure all research and preparation is done in a timely fashion, and ensuring MPs have what they need for Parliament each sitting week.
- Coordinate the work of MPs policy staff so that everyone is on the same page regarding our parliamentary strategy.
- Undertake policy work where needed, including researching Bills, liaising with stakeholders, liaising and negotiating with Ministerial and Departmental offices, helping to draft amendments, writing speeches for MPs, and more.
- Working with the Director of Communications and other staff to ensure our parliamentary work is communicated effectively to stakeholders, supporters and the public.

The role requires you to have an ability to maintain strict confidence on all issues associated with your duties and exercise sound judgment.

The role will work closely with the Chief of Staff, Communications Director, Media Advisor and other staff (especially policy staff) across four MPs offices.

Key selection criteria - we’re looking for someone with:

- Qualifications and/or considerable experience in a political or progressive policy environment. An understanding of Parliament is an advantage.
- Demonstrated organisation and coordination skills. We want someone who thrives on being organised and not missing key details.
- Excellent writing skills – you’ll be called on to write speeches for Parliament, legislation and policy briefs as well as other communications materials.
- Experience in issues-based campaigning in a progressive environment and an understanding of how to use parliament to get good outcomes on the issues the Greens care about would be an advantage.
- Excellent people skills, the ability to work with varied stakeholders (from Ministerial advisors to leaders of NGOs and local constituents) and experience in managing small teams and the ability to coordinate work across groups of people to achieve outcomes.
- Great political nous and judgement, a strong understanding of the Victorian political context and a demonstrated commitment to Greens values. If you’ve worked in a political or NGO/issues-based environment, this will be an advantage.
- Proven ability to work independently, efficiently, with flexibility and adaptability while managing competing priorities, and work well under pressure to meet tight and demanding deadlines. Politics is often a fast-moving, high-pressure and uncertain environment and you’d need to thrive in these scenarios.

Terms of appointment

This position is being recruited under the terms and conditions of Parliamentary Advisors. This is a full time position 1.0 EFT but job-share or less than full-time will be considered for the right candidate. The position is a fixed term contract for 4 years until the 2022 State election.

The role will be located primarily in the office of Ellen Sandell MP in North Melbourne and at Parliament House, but will require you to sometimes work at different offices in the inner city. Ideally, the position will start in February but the start date can be flexible for the right person.

Parliamentary Advisors are employees of the Victorian Parliament, and directly accountable to the Parliamentary Leader of the Victorian Greens. Parliamentary Advisors support the work of the AGV Party Room, a position which requires a high degree of loyalty, versatility and the ability to maintain confidentiality on behalf of the AGV Members of Parliament.

Salary: $76 000 – $84 000 (pro rata) commensurate with experience plus superannuation (9.5%).

How to apply: Please submit your application by providing your CV (maximum 3 pages) and a cover letter addressing the selection criteria (maximum 2 pages) in one PDF document to Clare Ozich: clare.ozich@parliament.vic.gov.au with the subject line “Application: Director of Parliament and Policy”

For more information call Clare on (03) 9348 2622

Closing date: Applications close 5pm Friday 25 January 2018 but we encourage you to get your application in earlier.