**Media Advisor to Victorian Greens Members of Parliament**

**Office of Samantha Ratnam MLC**

**Overview**

The Victorian Greens members of parliament (MPs) are looking for an experienced media advisor to join their team. It is a great opportunity for a politically-minded media professional to assist in promoting the work of the Greens MPs. The successful applicant will be responsible for working with all Victorian Greens MPs to coordinate media activity and build working relationships with relevant media institutions and outlets.

**Key responsibilities**

* Day to day management of relations with media outlets and journalists
* Media monitoring
* Input and advice into the broader media relations strategy
* Pitching pro-active stories and responding to issues of the day
* Development and distribution of media releases and organising press conferences
* Provide media advice as required

**Key Selection Criteria**

* Demonstrated ability to work in fast paced work environments and the ability to manage competing and complex demands
* Relevant qualification in journalism, media or communications or significant experience working in a similar role.
* Strong communication skills
* Ability to work effectively in a team
* Strong initiative and experience leading and driving projects and outcomes
* Willingness to work flexible hours as needed

**Accountability and Reporting**

The direct report for this role will be the Director of Communications. The role will be based in the office of the Parliamentary Leader Samantha Ratnam, but is accountable to all Victorian Greens MPs.

**Salary and Benefits**

This position is being recruited under the terms and conditions of Parliamentary Advisors. It is a full time position 1.0 EFT but less than full-time will be considered for the right candidate. Parliamentary Advisors are able to be employed for 4 years until the 2022 State election.

Parliamentary Advisors have a main role in supporting 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.

For administrative reasons Parliamentary Advisors are currently on contract until 22 June 2019 at a salary of $83, 900, equivalent to an Electorate Office Level 3 position. Ongoing salary and employment conditions for Parliamentary Advisors post-22 June 2019 have yet to be finalised by the government. Further discussions about the salary can occur once the post-22 June employment conditions have been finalised.

**Application Process**

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: Media Advisor”

For more information call Clare on (03) 9348 2622

Applications will be assessed on an ongoing basis until the position is filled. Applications from people unable to start until after the Federal election will be considered.