

Office of Senator Steele-John, Greens Senator for WA			
Position Description			
Job Title:	Policy and Parliamentary Adviser	Job Category:	Electorate Officer B
Location:	Canberra	Travel:	Occasional Interstate
Salary:	\$77,926 p.a. plus 15% superannuation	Position Type:	Full time
Allowances:	Up to \$12,091	Reports To:	Chief of Staff
Anticipated start date:	End September 2019	Further information:	www.greens.org.au
How to Apply			
<p>To apply, please provide responses to the selection criteria, along with your CV (maximum 2 pages) and a cover letter (max 2 pages) noting how your experience is relevant and why you'd be a good fit for the role. All these application documents should be submitted as one PDF file.</p> <p>Applications should be forwarded via email using the subject line: Application – Policy & Parliamentary Adviser to trish.cowcher@aph.gov.au Inquiries about the position to 08 6245 3310</p> <p>Applications close Tuesday 3 September 2019, 5pm WST.</p> <p>Shortlisted applicants will ideally be available for interview on Friday 13 September 2019.</p>			

Job Description
<p>THE POSITION</p> <p>WA Greens Senator Jordon Steele-John is seeking a passionate and engaged person to join his team in the role of full time Policy and Parliamentary Adviser, based at the Canberra office with occasional travel to Perth.</p> <p>The Policy and Parliamentary Adviser is a dynamic and varied role, including (but not limited to) coordination of the senator's parliamentary business, providing policy analysis and advice, developing and managing stakeholder relationships, writing reports, providing input into the senator's issues-based campaigning, contributing to Greens policy development, and undertaking research.</p> <p>This role works across Senator Steele-John's portfolios: Youth, Disability Rights & Services, Veterans Affairs, Trade and Peace & Disarmament.</p> <p>PAY AND CONDITIONS</p> <p>The position is offered under the Members of Parliament (Staff) Act 1984, and employment conditions are outlined in the Members of Parliament (Staff) Enterprise Agreement 2016-2019. In addition to the salary, employer-sponsored superannuation of 15% is offered.</p>

The position is offered at an Electorate Officer B classification (\$77,926 per annum) with up to an additional Electorate Staff Allowance of up to \$12,087 per annum.

KEY WORK AREAS

- Coordination of the Senator's parliamentary business and legislation
- Coordination of the senator's work with parliamentary committees, inquiries, and senate estimates
- Policy research
- Strategy, policy and initiative development
- Stakeholder relationships

SELECTION CRITERIA

Essential:

1. Strategic, analytical and conceptual skills, including an ability to understand the political, social and organisational environment in which the senator's office operates.
2. High level written and research skills, including data analysis and presentation.
3. An understanding of the Australian political context and parliamentary procedures and processes.
4. Strong organisation, prioritisation and time management skills.
5. Demonstrated high level interpersonal, communication and liaison skills, including experience in collaboration, consultation and negotiation.
6. Commitment to the Australian Greens' principles and Charter.

Desired:

7. Policy or research experience or relevant qualifications in the Senator's portfolio areas of Veterans Affairs, Trade and Peace & Disarmament.
8. Ability to work effectively with volunteers.
9. Experience working in a political, community or campaigning organisation.

Please note all employees are expected to sign a confidentiality and code of conduct agreement prior to the commencement of their employment. A probationary period of 3 months, with the option of extending by a maximum of two months, will apply.

The Australian Greens actively encourage applications from any interested and qualified people. We don't discriminate on the basis of sex, age, race, religion, sexual orientation, gender identity or disability. We welcome people with culturally and linguistically diverse backgrounds to apply for all our roles. We recognise the richness and value of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to workplaces, policy development and service delivery.