



## Senator Mehreen Faruqi

Office of Dr Mehreen Faruqi - Senator for NSW,			
<b>Job Title:</b>	Chief of Staff / Senior Media Adviser	<b>Job Category:</b>	Electorate Officer C
<b>Location:</b>	Sydney	<b>Travel:</b>	Frequent travel to Canberra
<b>Starting Salary Range:</b>	\$76,508 – \$86,180	<b>Position Type:</b>	Full-time
<b>Allowances:</b>	\$20,150 (ESA 5)	<b>Reports To:</b>	Senator Faruqi
<b>Further Information:</b>	<a href="http://www.greens.org.au">www.greens.org.au</a>	<b>Last Reviewed:</b>	13/01/2020

Job Description
<p>The Chief of Staff provides strategic, campaign and policy advice; coordinates priority campaigns, and manages the Senator's electorate office team in Sydney. The team is campaign focussed, strategic and collaborative.</p> <p>They are also the Senior Media Adviser and the primary contact for journalists. The Senior Media Adviser will provide advice on media appearances and messaging to the Senator as well as respond to interview requests, write media releases and other content for publication, organise media conferences and events, and monitor the media.</p> <p>The Chief of Staff/ Senior Media Adviser frequently accompanies the Senator on parliamentary business, public engagements and community meetings, involving travel and irregular hours.</p> <p><b>PAY and CONDITIONS</b></p> <p>The position is offered under the <i>Members of Parliament (Staff) Act 1984</i>, and conditions are outlined in the Commonwealth Members of Parliament Staff Collective Agreement 2012–2015. In addition to your salary, generous employer-sponsored superannuation of 15.4% is offered.</p> <p>The position is offered at an Electorate Officer C classification (\$76,508 - \$86,180 per annum) with an additional Electorate Staff Allowance (ESA) of \$20,150 per annum for a total per annum salary range of \$96,658 - \$106,330.</p> <p><b>ROLES and RESPONSIBILITIES</b></p> <ol style="list-style-type: none"><li>1. Ensure the maintenance of a high-performance and collaborative team culture.</li><li>2. Staff and resource management.</li><li>3. Provide support and advice to the Senator on media-related matters, including messaging, as required.</li><li>4. Media liaison including fielding requests, developing and managing relationships with journalists, producers and editors.</li><li>5. Write content for publication, e.g. media releases, briefs, packages, etc.</li><li>6. Coordinate media engagement and appearances by the Senator, including media events: press conferences, policy announcements, media events with stakeholders, etc.</li><li>7. Ensure the Senator is kept informed of important breaking news, including daily media monitoring.</li></ol>

8. Be available after hours and on weekends to provide support on all media-related matters (within reason).
9. Lead the development and execution of strategic initiatives and priorities.
10. Coordinate the delivery of high-level political, policy, strategic and media advice.
11. Ensure the development and maintenance of strong relationships on behalf of Senator Faruqi with Greens MPs, senior Greens party officials, state and territory MPs, and external stakeholders.
12. Development and maintenance of strong relationships with NSW Greens members.
13. Work as part of Greens teams at state and national levels to plan and execute campaigns
14. Accompany Senator Faruqi to meetings and events, including at parliamentary engagements and public events, and represent Senator Faruqi at such events and meetings if required.
15. Other duties as directed.

These roles and responsibilities are undertaken in collaboration with the other staff: Office Manager, Campaigns and Communications Adviser, Policy and Parliament Adviser.

#### **KEY SELECTION CRITERIA**

1. High-level skills in establishing and maintaining a high performance workplace culture, managing staff and working collaboratively in a close and respectful team environment
2. Excellent organisational skills with a capacity to work under high- pressure, to be flexible, take initiative and to deal with tight deadlines and competing priorities.
3. High-level skills in planning, resource management and implementation of strategic priorities and campaigns.
4. Experience in political analysis, policy and communications and a sound knowledge of an experience with Australian politics, media and the parliamentary system.
5. Demonstrated experience of working in media within a political, community or lobbying organisation.
6. Demonstrated understanding of the Australian media landscape across all media (radio, television, print and online).
7. Experience in consultation, negotiation, networking and relationship management, including with a complexity of stakeholders.
8. Highly developed interpersonal, written and verbal communication skills.
9. A commitment to the Australian Greens' principles and Charter.

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.

People of culturally diverse backgrounds are actively encouraged to apply.