

## POSITION DESCRIPTION

The Office of Adam Bandt, Leader of the Australian Greens and MP for Melbourne

# Communications Officer: Media Logistics and Digital

<b>Job Title:</b>	Communications Officer: Media Logistics and Digital	<b>Job Category:</b>	Electorate Officer B, 12 month contract.
<b>Location:</b>	Melbourne	<b>Travel:</b>	Regular Canberra & Interstate
<b>Salary Range:</b>	EOB 1-5 \$67,880 - \$79,251 per annum, plus an allowance in respect of overtime of \$16,395.  Total \$84, 275 - \$95, 646 per annum	<b>Position Type:</b>	Full-Time (non-ongoing) 12 month contract.
<b>Further Information:</b>	<a href="http://www.greens.org.au">www.greens.org.au</a>	<b>Reports To:</b>	Senior Media Adviser
Last Reviewed: June 2021			

## THE POSITION

This position is a new role created within the Leader's Office communications team to help deliver our daily media responses and provide practical support to our media and digital communications advisers. This position would suit anyone with one or more years of experience as a communications officer with experience in media logistics and basic digital communications skills, such as posting to Facebook and Twitter, taking photos and copywriting. Fast paced work environment with early starts - plus plenty of opportunity for professional development and travel, including working as part of the team who support the Leader in Parliament House, Canberra. Consideration will be given to applicants who do not have practical experience in media logistics, if you have strong foundations in copywriting, digital communications experience and a demonstrated ability to learn on the job.

## PAY and CONDITIONS

This role is offered under the Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23 and is a 12 month non-ongoing contract. Should a federal election be called before the end of the contract, employment will cease eight weeks after the date of the federal election polling day with possibility to extend employment subject to allocation of staffing positions.

All Leader's Office positions are open to restructure following an election or change of leadership with appropriate notice periods as per the *Members of Parliament (Staff) Act 1984*.

The Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23 has been agreed to and is lodged with the Fair Work Commission and will commence seven days after approval. The Commonwealth Members of Parliament Staff Enterprise Agreement 2016-19 will continue to be in place until the new enterprise agreement is approved.

## ROLES and RESPONSIBILITIES

- Media monitoring
- Media logistics: including setting up and running daily press conferences and media launch events, handling incoming inquiries from journalists, organising and briefing participants
- Media coordination: provide support to coordinate media responses and media events between Greens MPs offices
- Media releases: drafting and sending out media releases
- Digital communications: including setting up and running Facebook Lives, drafting and posting tweets, capturing photos and video
- On-the-road support: including travel with the leader and provide on the road support including driving, liaising with stakeholders
- Other duties as required to support the communications team

## SELECTION CRITERIA

### Essential

- Copywriting skills
- Basic photography and videography skills (using mobile phone to capture content)
- Good interpersonal communication skills and the ability to liaise with a range of external stakeholders including journalists
- Strong attention to detail
- Capacity to manage multiple projects and competing priorities
- A good understanding of Australian politics with an awareness and understanding of key issues
- A commitment to Greens policies

### Highly desirable:

- Prior experience in media logistics or media management
- Prior experience as a digital content manager or producer
- MailChimp and CMS/website / database skills (to manage the distribution of media releases and maintenance of press contacts)
- Design skills

## APPLICANT INFORMATION & APPLICATIONS

The Australian Greens 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 culturally and linguistically diverse backgrounds to apply for all our roles.

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

Applications including a cover letter, addressing the selection criteria and resume should be emailed to [adam.bandt.mp@aph.gov.au](mailto:adam.bandt.mp@aph.gov.au) no later than 23rd of June.

Should you have further questions, please contact Emma Garbutt on 03 9417 0759.