

PARLIAMENTARY MANAGER & POLICY ADVISOR

Office of Senator Jordon Steele-John

Jordon Steele-John is a Greens Senator for Western Australia. As a disabled person and Australia's youngest Senator, Jordon's office is built on the principle that it is our responsibility to boldly represent our community in Federal Parliament and enable the community to take political action to create positive, progressive change.

As a team, we value authenticity, community, resilience, fun, and being bold. These values drive our work as we achieve political outcomes for people and our planet.

We're looking for a Parliamentary Manager and Policy Advisor to join our Canberra Office, based in Parliament House. In this role you would be responsible for managing the Senator's Parliamentary agenda and the Parliament Office. You would work alongside organisations and community members, providing advice to the Senator across his portfolios of Health and Mental Health, Disability Rights and Services (including the Disability Royal Commission), Youth, and Peace, Nuclear Disarmament and Veterans Affairs.

The position is covered under the Members of Parliament (Staff) Act 1984, and employment conditions are outlined in the Commonwealth Members of Parliament Staff Collective Agreement 2020 - 2023.

- △ **Conditions:** Electorate Officer B (\$73,377 - \$79,251, dependent on experience) plus an additional electorate staff allowance of up to \$6,147 for reasonable additional hours of work and official travel undertaken outside of business hours.
- △ **Superannuation:** 15.4%.
- △ **Workload:** 1.0 FTE, ongoing position.
- △ **Start Date:** 17th January 2022
- △ **Probation Period:** Three Months
- △ **Location:** Canberra, with occasional interstate travel.
- △ **Line Manager:** Chief of Staff
- △ **Direct Reports:** 0

About The Role:

- This role is responsible for managing the Senators Parliamentary agenda, including:
 - Preparing for parliament, senate estimates, the federal budget, committees and senate inquiries.
 - Providing advice on legislation and amendments.
 - Writing briefs, reports, private members bills, motions, speech notes.
 - Providing advice and support to the Senator and Chief of Staff in negotiations with Members of Parliament and their offices.
 - Managing the Parliament House office, including the Senators schedule during Senate sitting weeks, managing correspondence, and induction and management of Canberra office volunteers.
 - Supporting the senator when travelling for Senate Committee inquiries and community visits, as required.

- This role is responsible for building and maintaining relationships with the intention of collaborating on policy solutions within the Senator's portfolio areas, in line with values of the Australian Greens, including:
 - Developing and maintaining relationships with a broad coalition of organisations and individuals to achieve Senator's goals.
 - Conducting research, alongside individual experts and community organisations to develop policy solutions across the Senator's portfolio areas.
 - Managing Senator's involvement in the Australian Greens policy review processes and preparing policy documents within the Senator's portfolio areas.
 - Contributing to policy development with the Australian Greens Leaders Office, Australian Greens Policy team and Australian Greens Policy Coordinating Committee.
 - Represent the Senator at meetings, and organise meetings, as required.

- Working alongside Community Advocate to provide advice on requests for information from Constituents and Organisations.
- Working alongside Chief of Staff and Campaigns Advisors to progress and integrate key campaign areas through Parliamentary opportunities.
- Work in accordance with Occupational Health and Safety Processes, the Access and Inclusion Processes, and other workplace compliance policies and practices.
- Other tasks as directed by the Senator or Chief of Staff.

The skills and experiences we're looking for:

Our selection criteria for this position are outlined below. If you feel you meet most, but not all, of the selection criteria, please do not be dissuaded from applying. People of culturally diverse backgrounds and disabled people are actively encouraged to apply.

1. You have a high level of interpersonal communication skills, including the ability to build relationships with a range of stakeholders and present complex information to a range of audiences quickly.
2. You have an ability to understand and analyse the Australian political context and capacity to use the analysis to meet strategic goals.
3. You have exceptional time management skills with the ability to prioritise, work calmly to tight deadlines, and adapt to changing circumstances.
4. You have demonstrated consultation, negotiation, problem solving and conflict resolution skills.
5. You have a passion in one or more of Senator Steele-John's portfolio areas.
6. You share our team values and have a commitment to The Australian Greens Principles and Charter.
7. You have a demonstrated ability to work with a small team in a dynamic work environment and work independently. And able to work flexible hours including evenings and weekends, and are able to undertake occasional interstate travel.

Please note all employees are expected to sign a confidentiality and code of conduct agreement prior to the commencement of their employment.

How to apply:

Please email your resume, a covering letter addressing the selection criteria, and the details of two referees to Sophie Greer at sophie.greer@aph.gov.au. Please submit your resume and covering letter in the same file, saved as a PDF. Please name the file "Your Name - Parliamentary Manager and Policy Advisor" Applications should be received by 9 pm WST on Saturday 4th December 2021

If you have any questions before submitting an application please contact Sophie Greer at Sophie.Greer@aph.gov.au or (08) 6245 3310.