

Office of Senator Larissa Waters			
Job Title	Office Manager	Job Category	Electorate Officer A
Location	Brisbane	Position Type	Full Time, ongoing
Starting Salary	\$69,646, plus ESA (see below).	Reports To	Senator Waters and Chief of Staff for Senator Waters
Electorate Staff Allowance Points	4 ESA (\$8,198)	Last Reviewed	June 2022

Job Description

Senator Waters is seeking a full-time ongoing Office Manager to join her team (see Office Structure below) based in Brisbane. The Office Manager will ensure the efficient and effective running of the Senator's electorate office and be the frontline point of contact for the public with the Senator. The office manager will ensure that all constituents who contact the office receive an appropriate response and assistance if required.

The role includes management of multiple budgets and bank accounts for the Senator, and administration of all departmental and human resources paperwork for the Senator and other staff. Responsibilities include booking all travel and accommodation for the Senator and staff travel, as well as management of the Senator's diary. The office manager will respond to all incoming correspondence from constituents, provide or oversee any assistance to constituents, and undertake complex casework including on matters relating to NDIS, Centrelink and migration. The office manager will use databases including VoterID and will supervise any volunteers or other staff assisting with any element of the role.

The Office Manager is part of a small, collaborative electorate office based in Brisbane, as well as linking into the national Greens MPs office manager team.

The position is offered under the Members of Parliament (Staff) Act 1984 and conditions are outlined in the [Commonwealth Members of Parliament \(Staff\) Enterprise Agreement 2020-23](#). In addition to the salary, an additional amount ('electorate staff allowance') is granted in recognition of the long hours. Generous employer sponsored superannuation of 15.4% also applies.

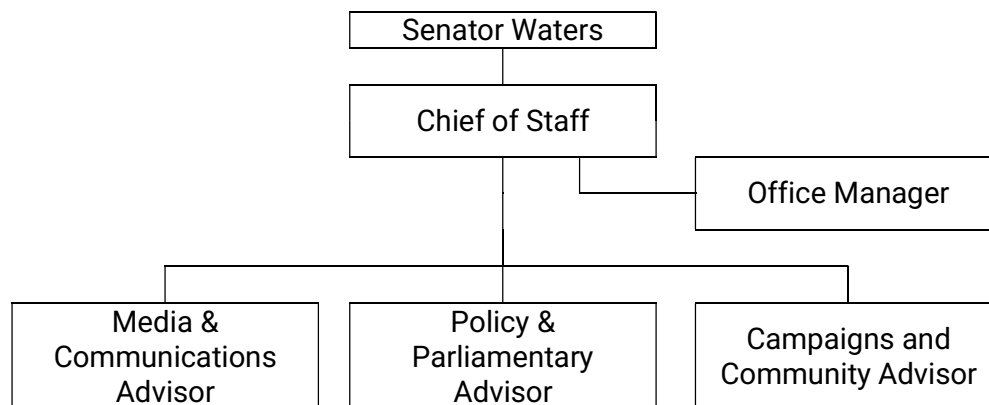
Roles and Responsibilities

1. Manage the Senator's office, including reception, maintaining filing systems and email databases, budgets/finance and office equipment.
2. Provide administrative assistance to the Senator including appointments and diary management, arranging travel, management of electorate accounts and entitlements and other tasks as directed.
3. Manage and coordinate answers to all mail and email correspondence, including constituent enquiries, and assist the Senator with email inbox management.
4. Manage and coordinate complex casework ranging from issues with NDIS, Centrelink, migration and housing assistance, including referrals and primary liaison with relevant government services.
5. Coordinate and supervise casual, temporary and volunteer staff engaged in the Senator's office.
6. Liaise with other Australian Greens Office Managers about administrative and casework issues across the federal Greens team.
7. Support the Campaigns & Community Advisor with event bookings and promotion as required.
8. Support the Media & Communications Advisor with occasional media-related tasks.
9. Occasionally travel with the Senator as support staff.

Selection Criteria

- Highly developed written, verbal and interpersonal communication skills
- Relevant qualifications and/or experience in office administration or accounting
- A demonstrated understanding of the Australian media and political landscapes and sound knowledge of Australian Greens' policies
- Demonstrated experience of constituent management or casework, diary management, budget management
- Strong analytical skills and demonstrated capacity to comprehend complex issues, think strategically and adapt to changing circumstances
- Ability to work as part of a small team, under time constraints and strict deadlines, with a minimum of supervision
- Familiarity with MS Office suite, Outlook, VoterID and with social media platforms
- Driver's licence (manual an advantage)

Office structure



** The office may also engage non-ongoing staff to assist with complex casework, community engagement, graphic design or other project work from time to time.*

Senator Waters' office is an inclusive, safe and respectful workplace and equal opportunity employer. All staff will be required to complete anti-bullying, anti-racism and harassment training, and to comply with workplace policies.

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

How to apply

Please send a cover letter of no more than 2 pages addressing the selection criteria and roles and responsibilities, along with your resumé via email to jess.feehely@aph.gov.au by **Wednesday, 6 July 2022**.