



Office of Steph Hodgins-May
Australian Greens Senator for Victoria

POSITION DESCRIPTION

Policy and Media Adviser

Location: Melbourne with frequent travel to Canberra

Classification: Electorate Officer B, ongoing

Work pattern: Full-time, with irregular work hours required

Salary range: \$113,350-120,063, plus 15.4% superannuation

Reports to: Chief of Staff

Start date: End of January- beginning of February 2025

ABOUT STEPH

Steph Hodgins-May is the Australian Greens Senator for Victoria. She took her seat in Parliament in May 2024 and is the Greens spokesperson for Early Childhood Education and Care and Science, Industry and Innovation.

Steph has a background in environmental law, and has been an adviser to the United Nations and the Head of Pacific for a major international not-for-profit, working in strong allyship with Indigenous frontline Pasifika communities for climate justice.

Steph is committed to using her position in the parliament to fight the combined climate and inequality crises, and work with grassroots communities to build collective power.

ABOUT THE ROLE

This role shapes and manages the senator's media presence, and manages her parliamentary and policy work.

From writing and research, to negotiation, media pitching, relationship building and effective communication, this role requires a broad set of skills. It also requires the ability to learn quickly and work collaboratively under pressure.

In this role, the Policy and Media Adviser will:

Support the senator's policy and parliament work:

- Coordinate the senator's parliamentary business and legislation, including writing speeches and planning parliamentary tactics
- Coordinate the senator's work with parliamentary inquiries and senate estimates
- Lead all research and policy development in the senator's portfolios
- Respond to queries from constituents, other Greens offices and members on portfolio-related policy issues
- Build and maintain stakeholder relationships including through attending relevant meetings and events

Shape and manage the senator's media presence and external communications:

- Provide media and messaging advice to the senator and digital team
- Develop and implement a comprehensive media and communications strategy for the senator
- Work closely with the Social Media Manager and campaigns team on the senator's digital presence
- Liaise with media (field requests, develop and manage relationships with journalists and producers etc)
- Write and distribute media releases, statements, media packs, and opinion articles
- Prepare and manage press conferences and other media events as required

SKILLS AND EXPERIENCE REQUIRED

- Strong analytical skills and demonstrated capacity to comprehend complex issues, think strategically and adapt to rapidly changing circumstances
- High level policy and research skills, including data analysis and presentation
- A demonstrated understanding of the Australian media and political landscapes
- Strong organisation, prioritisation and time management skills
- Demonstrated high level interpersonal skills, including experience in consultation and negotiation
- Experience in media relations, strategic communications, or journalism, preferably within a political or advocacy setting
- Ability to work collaboratively and effectively as part of a small team, under time constraints and strict deadlines
- Passion for progressive politics and commitment to Australian Greens' values and policies
- Previous experience working as a policy and/or media advisor for a Parliamentarian will be highly regarded

PAY AND CONDITIONS

The position is offered under the Members of Parliament (Staff) Act 1984, and employment conditions are outlined in the [Commonwealth Members of Parliament Staff Enterprise Agreement 2024-27](#).

The position is offered at an Electorate Officer B classification. In addition to the salary, an additional Electorate Staff Allowance is offered in recognition of long and irregular hours, in lieu of overtime pay.

A probationary period of three months will apply and may be subject to extension by a maximum of two months. All employees are expected to sign a confidentiality and code of conduct agreement before the commencement of their employment.

Employer sponsored superannuation of 15.4% also applies, as does travel allowance for any work-related overnight travel.

The successful applicant will be required to comply with their obligations under the [Behaviour Codes and Standards](#).

HOW TO APPLY

Please email a two-page cover letter addressing the selection criteria and roles and responsibilities, along with your resume, to victoria@senatorsteph.com by midnight on 22 January 2025.

For further information, please contact Victoria Taylor at 0475554027 or victoria@senatorsteph.com, using the subject line: Policy and Media Adviser enquiry.

The Australian Greens are an equal opportunity employer. We 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 lived experience of racism and those from diverse communities to apply for all our roles.
