



Leader's Office Position Description

OFFICE of the LEADER of the AUSTRALIAN GREENS and SENATOR for VICTORIA, Dr RICHARD DI NATALE			
Job Title:	Director of Strategy & Policy	Job Category:	Senior Adviser
Location:	Melbourne, Victoria	Travel	Regular Interstate
Starting Salary Range:	\$127,893.00 – \$155,448.00 per annum	Position Type:	Full-time
Allowances:	\$31,571.00 (PSA) & \$24,108.00 (PPV)	Reports To:	Chief of Staff (CoS)
Further Information:	www.greensmps.org.au	Last Reviewed:	January 2018

Job Description

The Director of Strategy & Policy is part of the Senior Leadership Team (SLT) in the Leader's Office of the Australian Greens.

The ideal candidate will be passionate about making a vital contribution to progressive politics in Australia. Reporting to the Chief of Staff, you will play a pivotal role in the development of the strategic direction and policy within the Leader's Office, the federal Party Room and the Australian Greens.

You are coming to a dynamic team within a fast-paced, highly creative environment to get results on priority issues like global warming, environmental protection, social justice and reforming our democracy.

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 Collective Agreement 2016–2019. In addition to your salary, generous employer-sponsored superannuation of 15.4% is offered.

The position is offered at a Senior Adviser classification (\$127,893.00 - \$155,448.00 per annum) with an additional Senior Parliamentary Staff Allowance of \$31,571.00 and a Motor Vehicle Allowance of \$24,108.00 per annum for a total per annum salary range of \$179,972.00 - \$206,987.00.

The position will be based in Melbourne and require frequent travel with the Leader, in particular to Canberra during parliamentary sitting weeks.

ROLES and RESPONSIBILITIES

1. Provide high-level advice, written and oral, to the Senior Leadership Team on political strategy and policy within the framework of Australian Greens policy principles and aims.
2. Lead a team of policy and parliamentary advisers, and be responsible for developing briefs, research papers and policy documents as required by Senator Di Natale and the Chief of Staff.
3. Maintain an up-to-date awareness of electoral, legislative, technical and policy changes that

may affect the strategic direction of the Leader's Office.

4. Lead strategic horizon scanning for the Leader's Office and the Party Room, including disseminating information and advice as needed on critical issues.
5. Build and maintain a network of existing relationships with key stakeholders, including for consultation on specific policy proposals.
6. Represent the Greens Senators at events as needed, including at parliamentary, departmental and external briefings.
7. Establish and maintain systems and processes for ensuring the development and implementation of strategies and policies.
8. As a team player, ensure that the work of the policy and parliamentary team is well coordinated with the communications and campaigns team.
9. Other duties as directed.

SELECTION CRITERIA

1. A demonstrated ability to apply big-picture and innovative thinking to the development of political strategy and policy.
2. An ability to draw on experience, relationships and understanding of the work in a political office to exercise judgement and provide in-the-moment advice about 'what is happening' and 'what is possible'.
3. Deep working knowledge of the Australian political and civil society systems.
4. Highly developed skills to build and maintain stakeholder relationships, including for consultation and negotiation skills.
5. Exceptional written and interpersonal communication skills for a range of audiences.
6. A demonstrated ability to provide staff with clear direction and support to achieve goals in a high-pressure environment.
7. Experience and skills in strategy and policy practice operating in the context of social media and community campaigning.
8. Relevant tertiary qualifications and experience.
9. At least 5 years' experience working in a relevant political and/or policy context.
10. A commitment to the Greens' principles and Charter.
11. An ability to work irregular hours and to travel interstate as required.

Even if you don't meet all the selection criteria, you could be the ideal person for this job, so please apply.

Please email your application, inclusive of your response to the selection criteria, to joe.wheeler@aph.gov.au, using the subject line: APPLICATION – Director Strategy & Policy. **We prefer applications to be submitted as a single PDF file, using your name as the file reference. Applications close 5:00pm, Monday, 26 February 2018.**

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.