



Office of Steph Hodgins-May
Australian Greens Senator-elect for Victoria

POSITION DESCRIPTION

Chief of Staff

Location: Melbourne, with some travel required

Classification: Electorate Officer C, ongoing

Work pattern: Fulltime, with irregular work hours required

Salary range: \$113,500 to \$119,953 per annum including allowances, plus 15.4% superannuation

Reports to: Senator

Start date: Anticipated start date late April/Early May 2024 (negotiable)

ABOUT STEPH

Steph has a background in environmental law, and has been an adviser at 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.

In the coming months, Steph will be sworn in as the newest Greens Senator for Victoria. She 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.

She is now recruiting a team of skilled, collaborative and committed people to support her work in the parliament and the community.

ABOUT THE ROLE

Steph is seeking an experienced people manager and senior adviser to join her team as Chief of Staff.

In this role you will manage the senator's team working across Melbourne and Canberra offices. You will support the senator with strategy development and implementation, and provide strategic, campaign, policy and media advice.

The role requires some travel and irregular hours, but the Chief of Staff will not be required to accompany the senator to Canberra for all parliamentary sitting weeks.

In this role you will:

- Recruit, onboard and train new staff
- Manage the team across Melbourne and Canberra offices and ensure the maintenance of a high-performance team culture
- Undertake regular performance development, performance management and coaching for the team
- Lead the development and execution of strategic initiatives and priorities
- Manage office resources to implement the senator's agenda
- Provide high-level political, campaign, policy, communications and media advice
- Ensure the development and maintenance of strong relationships on behalf of the senator with Greens MPs, senior Greens party officials and external stakeholders including MPs from other parties, journalists, and portfolio stakeholders
- Accompany the senator to meetings and events, including at parliamentary engagements and public events, and represent the senator at such events and meetings if required

SELECTION CRITERIA

- Demonstrated leadership experience, including successfully managing staff and establishing and maintaining a high performance workplace culture
- Excellent organisational and time management skills with a capacity to work under pressure, be flexible, take initiative and deal with tight deadlines and competing priorities
- High-level skills in strategic planning and strategy implementation and evaluation
- Demonstrated experience in strategic resource management, including human and financial resources
- High-level skills in consultation, negotiation, networking, relationship management and conflict resolution
- Strong analytical skills and demonstrated capacity to comprehend complex issues, think strategically and adapt to rapidly changing circumstances
- Demonstrated experience in electoral or issues-based campaigning activities, with a strong understanding of the Australian political context
- A demonstrated understanding of Australian parliamentary processes, and the Australian media landscape
- Passion for progressive politics and commitment to Australian Greens' values and policies

PAY AND CONDITIONS

The position is offered under the Members of Parliament (Staff) Act 1984, and employment conditions are outlined in the [*Members of Parliament \(Staff\) Enterprise Agreement 2020-23*](#).

The position is offered at an Electorate Officer C classification with a salary of \$91,990 per annum. In addition to the salary, an additional Electorate Staff Allowance is offered in recognition of long and irregular hours, in lieu of overtime pay. This allowance will be

determined in negotiation with the employee, and will range from \$21,510 to \$27,963 per annum.

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.

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

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.

HOW TO APPLY

Please provide:

1. A cover letter (maximum 2 pages) noting how your experience is relevant and why you'd be a good fit for the role
2. Responses to the selection criteria, and
3. Your resume (maximum 3 pages)

All these application documents should be submitted as one PDF file.

Applications should be submitted via email using the subject line: *Application – Chief of Staff* to applications@vic.greens.org.au

Applications close 11.59pm Thursday February 29.

Please note: Shortlisted applicants will be asked to complete a short practical task prior to the interview. Interviews will be conducted the week beginning Monday March 11.

For a confidential conversation about this position, please text Rachel on 04477 989 35 to set up a time.