



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

## POSITION DESCRIPTION

### Office Manager and Constituent Liaison

**Location:** Melbourne, with occasional travel

**Classification:** Electorate Officer A, ongoing

**Work pattern:** Fulltime, with some irregular work hours required

**Salary range:** \$79,551 to \$83,853 per annum including allowances, plus 15.4% superannuation

**Reports to:** Chief of Staff

**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 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.

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 a diligent, compassionate all-rounder with a knack for effective processes and interest in community advocacy to run her electorate office and provide comprehensive support to constituents.

From managing the senator's office space and resources, to responding to correspondence, overseeing budgets, and advocating on behalf of local constituents, this role requires strong people skills and attention to detail.

**In this role you will:**

- Manage the senator's budgets, entitlements and reporting with oversight from the Chief of Staff
- Manage the senator's inbox and reply to email and mail correspondence on behalf of the senator
- Manage the senator's diary and coordinate travel arrangements
- Manage the senator's office, including reception, supplies, filing systems, and the service and replacement of office equipment
- Be the main point of contact for people contacting the senator's office, and help facilitate engagement between the public and the work of the senator
- Provide 1:1 advocacy for constituents including;
  - Meeting with constituents to get an understanding of their case and potential avenues for support
  - Working with Greens portfolio holders, relevant Greens elected representatives and their staff to ensure timely and well considered actions on cases
  - Liaising with community based support services, Services Australia, social housing providers, local Councils, Housing Offices, social workers, legal advisers and others as required
  - Ensuring case records are accurately and securely stored and updated in a timely fashion

**SELECTION CRITERIA**

- Experience in office administration with a demonstrated ability to design and maintain efficient systems and processes
- Sound financial management skills and high attention to detail
- Strong organisation, prioritisation and time management skills
- Experience working effectively with a wide range of people, including negotiation and conflict resolution, and ability to maintain a friendly attitude in difficult conversations
- Ability to identify strategic case interventions and a capacity to comprehend complex issues, and adapt to changing circumstances
- Flexibility, initiative and ability to multi-task
- 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

**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 A classification with a salary of \$73,098 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 \$6,453 to \$10,775 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.*

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## **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 – Office Manager and Constituent Liaison* to [applications@vic.greens.org.au](mailto: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 18.

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