



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

## POSITION DESCRIPTION

### Policy and Media Adviser

**Location:** Melbourne with frequent travel to Canberra, or Canberra with occasional travel to Melbourne.

**Classification:** Electorate Officer B, ongoing

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

**Salary range:** \$100,387 to \$108,991 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 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 a diligent, strategic and passionate person to shape and manage her media presence, and manage 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 you 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
- Build and maintain stakeholder relationships

Shape and manage the senator's media presence:

- Provide media and messaging advice to the senator
- Develop and implement a comprehensive media strategy for the senator
- 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

**SELECTION CRITERIA**

- 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

**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 B classification with a salary of \$83,179 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 \$17,206 to \$25,812 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 – Policy and Media Adviser* 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 11.

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