



Australian Government

Department of Finance

Ministerial and Parliamentary Services

## Sample advertisements

### For an Electorate Officer position



ELECTORATE OFFICER (Insert Classification)

(Insert name of Minister/Senator or Member)

(Insert Minister or Senator or Member) for (Insert Portfolio and/or Electorate)

Applications are invited for the above position based in (insert location).

The duties of the position include: responding to constituent enquiries, liaising with Government departments and other organisations, preparing and coordinating correspondence, liaising with media organisations, organising functions and meetings.

Applicants should possess the following skills and experience:

- An understanding of Australia's system of government and parliamentary processes
- Excellent oral and written communication skills
- Well developed office IT skills
- Good organisational ability
- Ability to work as part of a team

The position is offered under the Members of Parliament (Staff) Act 1984 and conditions are outlined in the Commonwealth Members of Parliament Staff Enterprise Agreement 2020-2023.

A commencing salary between (insert salary range) will be paid and an optional allowance of (insert dollar amount) is payable in recognition of, and as compensation for, reasonable additional hours of work.

A probationary period of (insert months) will apply.

If Applicable: Employment is conditional on the granting of security clearance at the required level.

Applications setting out details of experience and the names of two referees should be forwarded to: (insert email address)

## CLASSIFICATION

Applications close on (insert date).

For further information please contact (insert contact name and telephone number).

### For a Personal Employee position



Insert JOB TITLE

(Insert name of Minister/Senator or Member)

(Insert Minister or Senator or Member) for (Insert Portfolio and/or Electorate)

Applications are invited for the above position based in (insert location). (Insert job title description eg Government Media Advisers) play an important role (insert role eg in the development and implementation of Government policies and/or communication strategies).

This position would suit a highly motivated person, preferably with (insert relevant experience eg several years experience in journalism or a related communications discipline and experience in the development of and implementation of communication strategies).

Optional: Applicants for this position should possess strong analytical and communications skills, effective judgement and strong evaluation capabilities. Knowledge of government and parliamentary processes would be an advantage.

The position is offered under the Members of Parliament (Staff) Act 1984 and conditions are outlined in the Commonwealth Members of Parliament Staff Enterprise Agreement 2020-2023.

A salary within the range (insert salary range) pa will be determined commensurate with relevant skills and experience. In addition, an allowance of (insert allowance) is payable.

A probationary period of (insert months) will apply.

If Applicable: Employment is conditional on the granting of security clearance at the required level.

Applications setting out details of experience and the names of two referees should be forwarded to: (insert email address)

Applications close on (insert date).

For further information please contact (insert contact name and telephone number).