



# POSITION DESCRIPTION TEMPLATE

Before your employee commences it's important to have a sound understanding of the role, tasks, skills, capabilities, qualifications and experience required to fill the position.

You will need to decide on the type of employment the position requires. This includes:

- whether the position is full-time or part-time
- ongoing, non-ongoing or casual
- where the position will be based
- whether the role requires additional hours to be worked including travel outside of business hours (this will assist with the allocation of Electorate Staff Allowance for electorate employees).

These decisions will impact on your employee's pay and conditions.

Once you have completed the position description you can use the information to assist with recruitment and to help your employee understand their role and expectations on their performance.

## Important:

**You are responsible for setting duties and tasks for your employees.**

**The following is a set of generic examples and prepared as a guide only. You may wish to add job specific duties required in relation to the role which are not captured below.**

## Position description

**Job title/classification:** *<enter classification as per Enterprise Agreement>*  
**Job type:** *<ongoing/non-ongoing/casual>*  
**Hours of work:** *<full-time/part-time (any regular additional hours and travel)>*  
**Workbase:** *<determine the work base as the place of work where the employee will spend most time on duty, as agreed by the employing parliamentarian>*  
**Supervisor/manager:** *<determine who the employee will report to, e.g. parliamentarian, Office Manager, Chief of Staff>*

## Main duties/responsibilities:

*Outline the duties and responsibilities of the position. The following provides some examples you may wish to include:*

- *coordinate and carry out all office administration including reception, mail, couriers, greeting constituents and filing*
- *maintain a clean and safe workspace, contribute to a safe and respectful workplace culture, and abide by work health and safety laws, policies and procedures*
- *undertake training as directed, including induction and safe and respectful workplace training*
- *management and facilitation of constituent enquiries, and electorate office events*
- *preparation of electorate correspondence and communications*
- *drafting and managing newsletters including content, coordination and distribution*
- *staff management including oversight of other electorate officers' duties, setting direction, effective delegation, enforcing work, health and safety practices in accordance with relevant legislation, managing workloads and conflict resolution*

- *develop and manage a media and communications plan for their Parliamentarian, including social media and website, public relations liaison and event coordination*
- *analyse and advise on relevant legislation and policy development*
- *monitor and distribute media clippings and maintain key media contacts*
- *develop and maintain an understanding of Australia's system of government and parliamentary processes*
- *provide high quality and strategic advice and analysis on legislative, policy, portfolio and political issues*
- *review and respond to correspondence, reports, speeches and other documents*
- *work closely, and attend meetings/functions, with other parliamentarians' offices and/or Government departments, stakeholders and parliamentary colleagues in relation to legislative and policy issues*
- *promptly manage escalations and enquiries made by parliamentarians, the general public and other stakeholders regarding portfolio matters*
- *minute/note taking, filing, social media monitoring and other administrative tasks as required*
- *attending community events, which may require working on weekends and/or public holidays*
- *occasional interstate travel, which may require travel on weekends and/or public holidays*
- *other duties as required.*

## **Requirements, skills & experience**

*The following provides some examples you may wish to include.*

### **Requirements:**

- *negative vetting 2 security clearance for ministerial positions*
- *abide by The Statement of Standards for Ministerial Staff or other determined standards of behaviour*
- *undertake a National Police History check*
- *any specific office policies, procedures or administration processes, e.g. a social media policy or confidentiality policy or agreement.*

### **Qualifications and experience:**

- *certificate, diploma, degree in communications/journalism/political science*
- *previous experience working for a Member of Parliament*
- *previous experience writing speeches*
- *previous experience responding to constituents.*

### **Skills/capabilities:**

- *intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook)*
- *excellent verbal and written communication*
- *organised and able to meet deadlines.*

### **Other reference material:**

[Sample job advertisements](#)

[Competency assessment forms](#)