**Position title (and classification)**

**Parliamentarian name**

e.g. Member for Electorate

e.g. Senator for State/Territory

e.g. Minister for XYZ

The office of Parliamentarian is seeking applications for a full-time/part time ongoing position name, based in the Name of Electorate/Parliamentarian’s Electorate Office and/or Ministerial Office and/or Australian Parliament House in City, STATE.

**\*Optional: About the position**

*<Pitch key aspects of the role and electorate office to attract potential candidates.
200 word limit>*

*e.g. This position would support the Member with parliamentary work and media engagements.* *The role will involve frequent travel within the electorate and some interstate travel will also be required, with occasional irregular work hours, particularly during parliamentary sitting weeks.*

*The Parliamentarian is seeking an enthusiastic person with strong analytical, communication and organisational skills to join the team as a [position title], with the responsibility of providing support and advice on work relating to [electorate/portfolio/committee] matters.*

*<For regional/rural Electorates trying to attract talent, consider how you may present the benefits of the electorate>*

* *Lower cost of living: Regional/Rural areas often have lower costs associated with living in such area.*
* *Work-life balance: Shorter commutes to work and less traffic congestions means that employees can prioritise more personal time.*
* *Career growth: Highlight the potential for career growth with opportunities to take on new and exciting challenges*
* *Lifestyle:  Emphasise the relaxed and peaceful pace that a rural location offers individuals, away from the hustle and bustle of city living.*

**The key duties of the position are, but are not limited to**:

<*List key duties, tasks and responsibilities. Approx 5 to 10 dot points or 100 words>*

*For example:*

* *Responding to constituent enquiries*
* *Liaising with Government departments and other organisations*
* *provide high quality and strategic advice and analysis on legislative, policy, portfolio and political issues*
* *develop and manage a media and communications plan, including social media and website, public relations liaison and event coordination*
* *Diary management*
* *Organising functions and meetings*
* *Interstate and intrastate travel as required*
* Other duties as directed

 **The ideal applicant should possess the following skills, qualifications, and experience:**

*<List key required skills, qualifications, experiences and engagement criteria. Approx 5 to 8 dot points or 100 words>*

*For example:*

* *Academic qualifications in relevant disciplines such as public policy, economics, law, or graphic design.*
* *Work experience in certain fields and roles*
* *Ability to engage and communicate with a broad range of people*
* *An understanding of Australia’s system of government and parliamentary processes*
* *Ability to work as part of a team*
* *Excellent oral and written communication skills with attention to detail*
* *Well-developed IT skills including word processing, spreadsheets and database management*
* *Excellent organisational and time management skills, with the ability to prioritise and manage multiple and competing work tasks in a fast-paced working environment*

**Employment conditions:**

The position is offered under the [Members of Parliament (Staff) Act 1984](https://www.legislation.gov.au/Details/C2014C00540) and conditions are outlined in the [Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23](https://maps.finance.gov.au/pay-and-employment/enterprise-agreement-bargaining-and-employee-consultative-group/enterprise-agreement) which include:

* A commencing salary between **$12,345 and $67,890** will be negotiated depending on experience and relevant skills
* An additional optional allowance [\*optional – of up to $(stipulated amount)] may be considered in recognition of, and as compensation for, reasonable additional hours of work
* \*optional - Relocation assistance, studies assistance and paid study leave may also be available (subject to eligibility requirements)
* An employer superannuation contribution of 15.4% will be payable

An initial probationary period of three months will apply and may be subject to extension.

The successful applicant may be required to undergo a National Police History Check.

\*Applicable to Ministerial staff only: Applicants are required to obtain and maintain security clearance at Negative Vetting Level 2 and comply with the Ministerial Staff Code of Conduct.

Applications should be forwarded to email@adress.com and include a short covering letter addressing your interest in the position and your key skills and experience, and a CV with the names of two referees.

Applications close on DD Month YYYY.

For further information please contact Contact Officer name on [phone number]/or email@address.com.