

Office of Helen Haines MP

Job Title:	Policy Officer	Job Category:	Electorate Officer B
Location:	Wangaratta, with frequent travel to Canberra. OR Canberra, with occasional travel to Wangaratta.	Travel Required:	Significant travel
Salary:	<i>Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23: Salary Range: \$73,098 to \$83,179 Plus Electorate Staff Allowance up to \$17,208</i>	Position Type:	Full Time – Ongoing. 3 Month Probation
Superannuation	15.4%	Reports to:	Chief of Staff
		Last reviewed:	November 2023

RESPONSIBILITIES

1. Research and develop policy positions on local and national topics including problem identification, research, stakeholder consultation, idea generation and recommendations.
2. Prepare policy statements, policy briefings, position statements and correspondence.
3. Consult with constituent, community, corporate and government stakeholders to understand the impact of emerging issues and co-design policy responses on key topics, including private members bills and amendments to Government bills.
4. Contribute to media statements, responses and social media.
5. Provide advice to constituent officers on policy issues.
6. All other responsibilities as lawfully directed by the Chief of Staff and MP.

SELECTION CRITERIA

1. Tertiary qualifications in a relevant field, such as law, economics, social sciences, public policy or politics.
2. Experience in working with legislation, law reform, consultancy or policy.
3. Comprehensive understanding of the Australian political system, parliamentary processes and current political issues.
4. Ability to think both strategically and tactically to achieve the ideal outcome.
5. Attention to detail with highly developed research, analysis, verbal and written communication skills
6. Outstanding time management, administration, prioritisation and organisational skills
7. Demonstrated ability to establish and maintain diverse relationships with stakeholders to produce 'win win' outcomes
8. Ability to work autonomously in a remote office.
9. A passion for the future of Indi and the value of the community-driven independent representation.

EXPERIENCE/KNOWLEDGE/PERSONAL QUALITIES

The following abilities and personal qualities are desirable:

1. Experience working in Parliament or politics
2. Knowledge of working for an MP or in a Federal Government Department
3. High level computer skills in word processing, database packages, internet, email
4. A respect for sensitive and confidential information

5. Active operational knowledge of social media platforms
6. Ability to work cooperatively in a close, collaborative environment
7. A sense of humour would be highly appreciated.