

## Electorate Officer (EOB)

### Anne Stanley MP

The office of Anne Stanley MP is seeking applications for a full-time ongoing Electorate Officer, based in the Werriwa Electorate office located in Hinchinbrook NSW.

#### Position Overview

The Parliamentarian is seeking an enthusiastic person with strong analytical, communication and organisational skills to join the team as an Electorate Officer with the responsibility of providing support to the constituents of Werriwa and the Member.

#### The key duties of the position include but are not limited to:

- Respond to constituent enquiries.
- Liaise with Government departments and other organisations.
- Manage the Parliamentarian's diary.
- Support constituents and others who contact the office by understanding and resolving their questions and issues in a courteous, sensitive and prompt manner.
- Promote, maintain and support a safe, respectful and inclusive workplace culture.
- Demonstrate professional integrity, exercise discretion and maintain confidentiality.
- Support direct voter contact by making phone calls, attending railway stations or mobile offices as required.
- Ensure accuracy in all workplace duties; attention to details is important.
- Other duties as required to support the Parliamentarian and the effective operation of the Office.

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

- 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](#) and conditions are outlined in the [Commonwealth Members of Parliament Staff Enterprise Agreement 2024-27](#) which include:

- A commencing salary between **\$76,910** and **\$89,793** will be negotiated depending on experience and relevant skills.
- An additional optional allowance **\$6,966** may be considered in recognition of, and as compensation for, reasonable additional hours of work and any travel requirements.
- 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.

#### Applicants should note the following:

- 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.
- Staff may be subject to automatic cessation triggers in accordance with Section 14 of the MOP(S) Act.
- The successful applicant will be required to comply with their obligations under the [Behaviour Codes and Standards](#).

#### How to apply

Submit a CV with the names of two referees and a cover letter of no more than 600 words outlining your interest in this position, and demonstrating your skills, capabilities, knowledge and experience.

Submit Applications to [Anne.Stanley.MP@aph.gov.au](mailto:Anne.Stanley.MP@aph.gov.au)  
Applications close on 10 April 2026  
Contact Officer Natalina Coluccio, Chief of Staff  
Email: [Anne.Stanley.MP@aph.gov.au](mailto:Anne.Stanley.MP@aph.gov.au)  
Phone: 02 8783 0977