

Policy and Communications Officer (EOB)

Dr Carina Garland MP
Member for Chisholm

The office of Dr Carina Garland MP is seeking applications for a full-time ongoing Policy and Communications Officer based in the Chisholm Electorate Office in Mount Waverley, Victoria.

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

- Provide support to the Member for all legislative, committee, policy and parliamentary responsibilities.
- Develop and maintain professional relationships with key stakeholders across the electorate of Chisholm.
- Develop and maintain positive working relationships with Federal Ministerial Offices and other offices
- Other duties as required to support the Member and the effective operation of the Electorate Office.

The ideal applicant should possess at least some of the following skills and experience:

- Knowledge of Australian political and parliamentary processes.
- Knowledge of and experience with social media platforms and engagement strategies.
- Excellent verbal and written communication with the ability to develop concise, targeted messages to reach various audiences.
- Speech writing and report writing experience.
- Excellent administrative skills.
- Demonstrated work ethic and ability to meet the demands and flexibility of an Electorate Office.
- High levels of professionalism, confidentiality, and discretion.
- Organised and able to meet tight deadlines.
- Ability to work cooperatively in a small team.
- Ability to work independently and with a high level of attention to detail.

The position is offered under the [Members of Parliament \(Staff\) Act 1984](#) (the MOP(S) Act) 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 Electorate Staff Allowance (ESA) of up to **\$27,865** will be considered in recognition of, and as compensation for, reasonable additional hours of work.
- Relocation assistance, studies assistance and paid study leave may also be available (subject to eligibility requirements).
- Employer superannuation contribution of **15.4%** will be payable.

Applicants should note the following:

- An initial probationary period of 3 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](#).

Applications setting out details of experience and the names of two referees should be forwarded to: jarrod.panther@aph.gov.au

Applications close on **Friday, 27 March 2026**.

For further information please contact Jarrod Panther on (03) 9808 3188.