

## **Position Description – Deputy Chief of Staff**

### **Electorate Office – Dr Sophie Scamps MP, Independent Federal Member for Mackellar**

#### **Role Purpose**

Reporting directly to the Member and the Chief of Staff, the Deputy Chief of Staff (DCOS) is a senior management role critical to the effective operation, governance and public engagement of the Mackellar electorate office.

As a member of Dr Scamps' Executive Team, the DCOS has responsibility for office operations, people management, compliance, systems and community engagement. The DCOS leads and manages two multidisciplinary teams, acting as key intermediary between the Member and electorate office staff.

The DCOS is a 4 day per week role based in the Narrabeen electorate office, with occasional travel within the electorate.

#### **Key Responsibilities**

##### **Team Leadership and Management**

- Serve as a senior member of the Executive Team, acting as a principal link between the Member and the Chief of Staff, and electorate office staff and office volunteers.
- Provide trusted, high quality advice to the Member on office operations, staffing and HR matters, governance and compliance, and electorate engagement.
- Lead the day-to-day operation of the electorate office, ensuring continuity, efficiency and professionalism at all times.
- Manage and allocate technical and human resources to maintain appropriate and consistent staffing levels.
- Lead and manage several direct reports, including the Finance and Grants Manager, Office Operations Officer, Diary Coordinator, and members of the Engagement Team.
- Set clear performance objectives and oversee staff performance through structured six-monthly reviews.

### **Human Resources Management**

- Act as the lead contact for all HR matters, including liaison with MOPS Pay and Conditions and the Parliamentary Workplace Support System (PWSS).
- Provide strategic and practical HR advice to the Member and Chief of Staff as required.
- Maintain accurate, confidential, and compliant HR records for all staff and office volunteers.
- Develop, implement and regularly review HR systems, policies and procedures, identify gaps, and drive continuous improvement.
- Maintain current and accurate role descriptions across the office.
- Manage recruitment processes end-to-end, including advertising, shortlisting, interviews and onboarding.
- Oversee staff contracts, probation periods, contract variations and terminations in consultation with the Member and Chief of Staff.
- Coordinate induction, access and systems setup for new starters.
- Monitor training needs, manage training approvals, and support ongoing professional development for staff.
- Approve leave and manage Records of Hours for casual staff.
- Manage speculative requests for employment and volunteering opportunities within the electorate office.

### **Office Systems and Process Improvement**

- Oversee the effectiveness of office systems, filing, and data management practices.
- Identify and implement process improvements to strengthen efficiency, accountability, and service delivery.
- Develop and maintain clear operational documentation to support consistent practice across the office.

### **Governance, Finance and Compliance**

- Oversee the Member's accurate and timely disclosure to the Register of Interests.
- Oversee the Member's compliance obligations under the Parliamentary Business Resources Act 2017.

- Manage and respond to requests and queries from external bodies including the AEC, IPEA, DPS, Ministerial and Parliamentary Services and other legal or compliance authorities.
- Manage the processing of APH Access Cards, maintain an accurate record of pass holders on the Member's website and the voluntary transparency register.

### **Security, Safety and Wellbeing**

- Ensure appropriate appointment and training of WHS, First Aid and Emergency roles within the office.
- Liaise with the Australian Federal Police on security and safety matters for the Member, staff and office volunteers.
- Manage office security access codes and protocols.

### **Electorate Engagement and Outreach**

- Lead and manage the Engagement Team, including the development and delivery of an annual engagement and events plan.
- Work closely with the Member to design and implement initiatives, campaigns, and events aligned with community needs and policy priorities.
- Oversee delivery of existing electorate engagement activities, including correspondence, awards, flags, grants promotion and youth programs.
- Support the production of existing and new promotional materials and engagement tools and resources.
- Oversee the planning and implementation of the print and outdoor advertising schedule within the electorate.
- Working with the Diary Coordinator, oversee the management of the Member's time and presence within the electorate to maximize impact and responsiveness.

### **Other Duties**

- Assist with triaging constituent correspondence in the absence of Constituent Liaison Managers.
- Represent the Member at meetings or events as required.
- Undertake additional duties as requested by the Member.

### **Key Attributes**

- Strong people leadership and sound judgement
- Strategic thinker with strong operational execution
- Highly organised with the ability to manage competing priorities
- Commitment to integrity and community engagement
- Understanding of governance, compliance and confidentiality