

Digital & Media Communications Electorate Officer B



The Office of **Trish Cook MP** is seeking an enthusiastic and motivated individual with strong analytical, communication and organisational skills to join the team as a **full-time, ongoing Digital & Media Communications Electorate Officer B**, based at the **Bullwinkel Electorate Office in Kalamunda, WA**.

This position will deliver engaging communications across traditional, digital, and social media platforms. The role is responsible for creating content, managing media opportunities, providing strategic media advice, responding to media enquiries, and supporting community engagement across the Bullwinkel electorate. Working in a fast-paced environment, the successful applicant will help promote local issues, government initiatives, and the priorities of the Member.

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

- The end-to-end creation and delivery of the Member's communications including content creation, digital and social media collateral, press releases, speeches, columns, media alerts, letters to the editor, advertisements, publications, funding certificates, and electorate newsletters.
- Provide media advice, manage media events, draft event briefs and media comments, and develop and maintain productive relationships with media outlets.
- Identify, monitor, and moderate social media campaigns.
- Proactively monitor electorate, state, and national media, maintain awareness of relevant issues, and develop local issues briefings and reports; identify campaign opportunities.
- Desktop publishing, video production, processing and editing, maintaining picture and video gallery, website maintenance including daily updates and content management.
- Assist with the strategic direction for engagement with the electorate.
- Prepare ministerial and parliamentary correspondence, liaising with government agencies and stakeholders as needed.
- Ensure electronic files are stored according to office procedures.
- Support and maintain a safe, respectful, and inclusive workplace culture.
- Other duties as required to support the Member and the effective operation of the electorate office.
- Traveling within the electorate and to Canberra may be required.

The ideal applicant should possess the following skills and experience:

- Excellent oral and written communication skills, with the ability to produce persuasive and engaging content, video, and digital media.
- Strong administrative, interpersonal and stakeholder engagement skills with high levels of professionalism, confidentiality, and discretion.
- Meticulous attention to detail and well-developed organisational, time management, critical thinking, and problem-solving skills.
- A sound understanding and strong interest in Australia's system of government, parliamentary, legal, and political processes.

- Well-developed understanding of the Microsoft Office suite, social media, and digital communication platforms.
- Experience and ability to use photo and video editing software.
- Ability to work both independently and as part of a team to meet competing deadlines.
- An enthusiastic, positive, flexible, and respectful approach to working with constituents, office staff, and office stakeholders.
- High levels of professionalism, confidentiality, and discretion.

Employment Conditions

This position is offered under the **Members of Parliament (Staff) Act 1984**. Conditions are outlined in the **Commonwealth Members of Parliament Staff Enterprise Agreement 2024-2027**, including:

- A commencing salary between \$79,525 and \$81,594, negotiated based on experience and relevant skills.
- An additional optional allowance of \$19,208 may be considered in recognition of, and as compensation for, reasonable additional hours of work and travel requirements.
- Relocation assistance, study assistance, and paid study leave may be available (subject to eligibility requirements).
- Employer superannuation contributions of 15.4%.

Applicants Should Note

- An initial probationary period of three months may apply and may be extended.
- 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 all applicable Behaviour Codes and Standards.

How to Apply

Please submit:

- A current résumé, including the names and contact details of two recent referees; and
- A cover letter of no more than one page outlining your interest in the position and demonstrating your relevant skills, knowledge, capabilities, and experience.

Applications should be emailed to lorna.harper@aph.gov.au by **5:00 pm (AWST), Friday 14 August 2026**.