

## Media and Digital Adviser – Adviser 3

### The Hon Dr Daniel Mulino MP

The office of the Hon Dr Daniel Mulino MP is seeking applications for a full-time ongoing *Media and Digital Adviser based in the Ministerial Office in Melbourne.*

#### Position Overview

The Hon Dr Daniel Mulino is seeking an enthusiastic, hard-working person with strong analytical, communication and organisational skills to join the team as a Media and Digital Adviser.

This position would support the Hon Dr Daniel Mulino with the development and execution of media and digital strategy and creating timely, high-quality responses to media queries. The role includes preparing the Minister for media engagements, developing digital content with the Minister and managing the Minister's digital presence. The role will involve regular travel to Canberra during parliamentary sitting weeks and other interstate travel will also be required. The role will also closely with the Minister's Press Secretary.

The role can include irregular work hours, particularly during parliamentary sitting weeks, and will require early starts when staffing the Minister at media engagements.

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

- *Responding to media queries.*
- *Developing and managing a media and communications plan, including the management of social media and websites, public relations liaison and event coordination.*
- *Providing high quality and strategic advice and analysis on media and political issues.*
- *Organising events and meetings as required*
- *Working closely and collaboratively with other private offices and with the Treasury and the ATO*
- *Undertaking other duties as directed.*
- *Interstate and intrastate travel as required*

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

- *Excellent oral and written communication skills with attention to detail.*
- *Work experience in journalism, PR, marketing, digital content creation or in a private political office*
- *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 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 **\$109,788** and **\$162,021** will be negotiated depending on experience and relevant skills.
- An additional optional allowance of **\$34,223** 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 may 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](#).
- For staff employed by a Minister or Parliamentary Secretary either in a personal or electorate staff position, it is a condition of your employment that you obtain and maintain a Negative Vetting 2 security clearance and comply with the [Ministerial Staff Code of Conduct](#).

**How to apply**

Submit a CV with the names of two referees and a one-page (maximum) cover letter outlining your interest in this position, and demonstrating your skills, capabilities, knowledge and experience.

Submit Applications to Jim Round

Applications close on Sunday 26 July 2026

Contact Officer [Jim.round.mo@treasury.gov.au](mailto:Jim.round.mo@treasury.gov.au) or 0447 297 183