



COMMUNITY ENGAGEMENT OFFICER (Electorate Officer B)

**The Hon Pat Conroy MP
Federal Member for Shortland
Minister for Defence Industry
Minister for Pacific Island Affairs**

The office of The Hon Pat Conroy MP is seeking applications for an ongoing full-time (38 hours per week) Community Engagement Officer (EOB) based in the Parliamentarian's Electorate Office in Belmont, NSW.

Position Overview

This key position in the Electorate Office will support the Parliamentarian's engagement with key stakeholders throughout Shortland and will include assisting with constituent enquiries.

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

- Maintain relationships with constituents who contact the office, ensuring understanding of how the Parliamentarian and their team are supporting them.
- Respond to constituent enquiries (in-person, phone and email), researching solutions, and liaising with Government agencies and stakeholders as needed, to resolve matters in a timely and effective manner.
- Contribute to briefing reports for the Parliamentarian on local issues, as well as maintaining a database of Electorate insights.
- Lead community engagement for the Parliamentarian, including mapping of and building networks with community groups.
- Arrange community outreach visits and initiate strategic communications to the Electorate.
- Develop expertise on community issues in the Electorate and work toward solving problems for constituents.
- Develop and implement campaign plans around key issues and funding commitments.
- Represent the MP in the community as required.
- Promote, support and maintain a safe, respectful and inclusive workplace culture.
- Other duties as required to support the Parliamentarian and the effective operation of the Electorate Office.

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

- Proven experience in stakeholder management ideally in the community sector, including the handling of personal and/or sensitive issues on behalf of others.
- Excellent communication skills and the ability to accurately track, follow up and follow-through with community enquiries.
- Knowledge of public policy and local issues as well as grant application processes.

- Experience in case management, social work, or a relevant field.
- Ability to work as part of a team, under time constraints and strict deadlines with minimal supervision.
- Prior political experience is preferred but not essential, however an interest in and understanding of the local political environment is required.
- Demonstrated professional integrity and the ability to exercise discretion and maintain confidentiality.
- A respectful demeanour when engaging with office staff, constituents and all stakeholders.

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 \$79,525 and \$92,846 and will be negotiated depending on experience and relevant skills.
- An additional allowance up to \$14,407 may be considered in recognition of, and as compensation for, reasonable additional hours of work.
- An employer superannuation contribution of 15.4% will be payable.

Applicants should note the following:

- An initial probationary period of three months may apply.
- 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 pat.conroy.mp@aph.gov.au

Applications close on **Friday, 2 October 2026**

Contact Officer lyndell.coutts@aph.gov.au | (02) 4947 9546.