

Electorate Officer (EOA)

Jamie Chaffey MP Member for Parkes

The office of Jamie Chaffey MP is seeking applications for a full-time ongoing Electorate Officer (EOA), based in the Member's Electorate Office in Dubbo, NSW.

Position Overview

This position would support the Parliamentarian with parliamentary work and constituent engagements. The Parliamentarian is seeking an enthusiastic person with strong analytical, communication and organisational skills to join the team as an Electorate Officer, with the responsibility of providing support and advice on work relating to electorate matters.

Applicants with experience or skills in communications, media, digital engagement or social media are encouraged to apply. Depending on the experience and capabilities of the successful applicant, the role may include communications and social media responsibilities, providing an opportunity to contribute to the Parliamentarian's engagement with the local electorate across a range of platforms.

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

- Coordinating and managing all office administration functions including reception, mail, couriers, greeting constituents and filing.
- Management and facilitation of constituent enquiries, and electorate office events.
- Responding to constituent enquiries including preparation of correspondence.
- Liaising with Government departments and other organisations in relation to constituent matters.
- Drafting of correspondence, reports, and other documents.
- Attending community events, which may require work outside standard business hours, including evenings, weekends and public holidays.
- The role may involve infrequent travel within the electorate and/or to Canberra with irregular work hours, particularly during parliamentary sitting weeks.
- Promote, support and maintain a safe, respectful and inclusive workplace culture.
- Undertake training as directed, including induction and safe and respectful workplace training.
- Other duties as required to support the Parliamentarian and the effective operation of the Electorate Office.

Additional duties associated with the communications and social media component of the role may include, but are not limited to:

- Supporting the planning, development and delivery of the Parliamentarian's communications, stakeholder engagement and community outreach activities.
- Creating content across print, social media and digital platforms.
- Monitoring community engagement and identifying opportunities to enhance communication with constituents.

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

- 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 oral and written communication skills with attention to detail.
- Well-developed IT skills including word processing, spreadsheets and database management.
- Excellent organisational and time management skills, with the ability to prioritise and manage multiple and competing work tasks in a fast-paced working environment.
- Demonstrated professional integrity and the ability to exercise discretion and maintain confidentiality.
- A respectful demeanour when engaging with office staff and constituents.

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 \$77,071 and \$81,594 will be negotiated depending on experience and relevant skills.
- An additional optional allowance of up to \$16,808 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.

Applications close on Thursday, 15 October 2026

Contact Officer Miranda Broekman at: Jamie.Chaffey.mp@aph.gov.au