The Hon Tim Wilson MP
Federal Liberal Member for Goldstein

Position: Marketing and Communications Officer
Employer: Hon Tim Wilson MP, Federal Liberal Member for Goldstein
Employment: Electorate Officer B
Remuneration: $98,733 to $112,054 (comprising of a base salary of $79,525 - $92,846, plus $19,208 in recognition of additional work hours) **plus** 15.4% superannuation
Location: Brighton East, VIC
Contract status: Full-time, ongoing.

Position Overview

This role will lead marketing and communications for the Goldstein Electorate Office. You will play a key role in getting the word *out* to local residents, business and stakeholders, and you will also play a key role in getting the word *in.* Both parts combine to ensure that the Member for Goldstein is best able to serve the local community.

You will build and deploy a communications plan that works across the full media mix of paid, owned, internal, social and earned channels. You will then measure performance, and improve the plan and execution over time based upon data. Producing content is a big part of the execution required in this role, but you will need to be focused on measuring and improving outcomes.

It is extremely important that you are very conscientious and have a very high level of attention to detail in planning and production.

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

- Build a communications plan covering paid, owned, internal, social and earned media, with clear objectives, audiences and messages.
- Produce content in accordance with the plan. This will include serving as a marketing planner, copywriter, photographer, videographer, editor and project manager.
- Manage internal and external design, print and production suppliers.
- Ensure that content is high quality, with appropriate branding, message and tone.
- Measure and report on marketing and communications endeavours.
- Revise plans and content based upon measurement and data, not mere intuition.
- Ensure all communications comply with the Parliamentary Business Resources framework, and other laws, rules and regulations that apply.
- 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 Goldstein Electorate Office.

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

- Demonstrated experience of building a marketing and communications plan.
- Experience deploying paid media campaigns across print and digital channels.
- Ability to engage and communicate with a broad range of people, with ability to work as part of a small team.
- Excellent oral and written communication skills with high attention to detail.
- Photography/videography skills and experience, including using a dedicated camera.
- Social media channel management and maintenance across Meta, LinkedIn, YouTube, X and TikTok.
- Experience cropping and cutting photos and videos.
- 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.

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 base salary between $79,525 - $92,846 will be negotiated depending on experience and relevant skills.
- An additional Electorate Staff Allowance of $19,208 will be paid in recognition of, and as compensation for, reasonable additional hours of work and 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:

- The role is entirely based on-site, in person, at the Goldstein Electorate Office.
- While travel will often be required within the electorate and the Melbourne area, travel to Canberra and interstate will be rare and unusual.
- The office is routinely open from 9am to 5pm, but additional work outside of these hours is required. You will receive an Electorate Staff Allowance in recognition.
- An initial probationary period of three months may apply, subject to possible 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.

How to apply

Applications should be submitted to the Goldstein Electorate Office by email to tim.wilson.mp@aph.gov.au and include:

1. The job reference ‘MC2611’ in the subject line.
2. A one-page (maximum) cover letter outlining interest in the role.
3. One example of communications work you planned and/or produced, with a sentence explaining what it was meant to achieve and results.
4. A CV and the name of two referees.

Early applications are strongly encouraged, as applications will be considered on a rolling basis, with interviews scheduled as soon as possible. Applications close at the absolute latest of 30 November, 2026, but will close sooner if an excellent candidate is identified.