## Ongoing job description template

This template is used for Parliamentarians to advertise Members of Parliamentarian (Staff) Act (MOP(S) vacancies. *(delete text prior to advertising).*

**​​**

**[Position title (and classification)]​**

**[Parliamentarian title]**

The office of ​*[Parliamentarian]*​ is seeking applications for a *​[full-time/part time​] ongoing* *​[position name​], based in the* [*​Name of Electorate/Parliamentarian’s​ ​Electorate Office and/or Ministerial Office and/or Australian Parliament House]​* in *​[City, STATE]​*.

**Position Overview** *<Pitch key aspects of the role and electorate office to attract potential candidates. 200-word limit>*

*e.g. This position would support the Parliamentarian with parliamentary work and media engagements.* *The role will involve frequent travel within the electorate and some interstate travel will also be required, with occasional irregular work hours, particularly during parliamentary sitting weeks.*

*The Parliamentarian is seeking an enthusiastic person with strong analytical, communication and organisational skills to join the team as a [position title], with the responsibility of providing support and advice on work relating to [electorate/portfolio/committee] matters.*

***<For regional/rural Electorates trying to attract talent****, consider how you may present the benefits of the electorate>*

* *Lower cost of living: Regional/rural areas often have lower costs associated with living in such an area.*
* *Work-life balance: Shorter commutes to work and less traffic congestion means that employees can prioritise more personal time.*
* *Career growth: Highlight the potential for career growth with opportunities to take on new and exciting challenges*
* *Lifestyle: Emphasise the relaxed and peaceful pace that a rural location offers individuals, away from the hustle and bustle of city living.*

**The key duties of the position include but are not limited to**: <*List key duties, tasks and responsibilities. Approximately 5 to 10 dot points or 100 words.*

*For example:*

* *Respond to constituent enquiries.*
* *Liaise with Government departments and other organisations.*
* *Provide high quality and strategic advice and analysis on legislative, policy, portfolio and political issues.*
* *Develop and manage a media and communications plan, including social media and website, public relations liaison and event coordination.*
* *Diary management.*
* *Organise functions and meetings.*
* *Interstate and intrastate travel as required*
* *Other duties as directed.*

**The ideal applicant should possess the following skills, qualifications, and experience:***<List key required skills, qualifications, experiences and engagement criteria. Approximately 5 to 8 dot points or 100 words>*

*For example:*

* *Mandatory/ Desirable[delete one or both] academic qualifications in relevant disciplines such as public policy, economics, law, or graphic design.*
* *Work experience in certain fields and roles.*
* *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.*

**Employment conditions:**

The position is offered under the [Members of Parliament (Staff) Act 1984](https://www.legislation.gov.au/C2004A02928/latest/text) and conditions are outlined in the [Commonwealth Members of Parliament Staff Enterprise Agreement 2024-27](https://maps.finance.gov.au/sites/default/files/2024-10/Commonwealth%20Members%20of%20Parliament%20Staff%20Enterprise%20Agreement%202024-27.pdf) which include:

* A commencing salary between $**XX,XXX** and **$XX,XXX** will be negotiated depending on experience and relevant skills.
* An additional optional allowance ​[\*optional – of up to $(stipulated amount)]​ 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](https://www.ipsc.gov.au/behaviour-codes-and-standards) [Behaviour Codes and Standards](https://www.pwss.gov.au/hr-advice/safe-and-respectful-culture/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.](https://ministers.finance.gov.au/smos/publication/2022/07/07/ministerial-staff-code-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

Applications close on ​ DD Month YYYY​

Contact Officer [email@address.com](mailto:email@address.com) or (xx) xxxx xxxx