



## LEGISLATIVE ASSEMBLY POSITION DESCRIPTION

### Position Details

**Department:** Legislative Assembly

**Position title:** Electorate Officer

**Reports to:** Member of the Legislative Assembly

**Salary range:**

**Positions reporting to this position:** None

### Purpose

Electorate officers are the initial point of contact for all constituent enquiries. The role involves administrative and secretarial functions to support the Member and ensure the efficient operation of the electorate office.

### Hours of work

The ordinary hours of work are 9am to 5pm, Monday to Friday, with one hour for lunch. These apply irrespective of whether duties are performed at the electorate office or Parliament House. An All Incidence of Employment Allowance is paid to compensate for any reasonable overtime worked. A Higher Duties Allowance is also in place.

### Location

The primary place of work for a electorate officer is the Member's electorate office and if directed, Parliament House.

### Key accountabilities and skills (shall include some or all of the following)

#### Interpersonal:

- good listening, judgement and empathy to provide the initial point of contact and information for constituent enquiries, both written and verbal
- liaise with community stakeholder groups, constituents, government and non-government agencies.

#### Oral and written communication:

- present often complex ideas and issues in a clear and concise manner
- communicate information clearly and concisely by making representations on behalf of constituents to various government agencies and non-government organisations, and maintaining confidentiality
- to gather, comprehend and analyse complex information
- inform the Member and other electorate office staff of constituent or community group issues within the constituency
- prepare briefing notes, submissions, speeches, newsletters, media releases and correspondence
- understand the use of contemporary media including social media communication.

#### Political awareness:

- understand parliamentary procedures and processes
- understand the Australian political system, and the structure and operation of political parties
- be alert to issues impacting on community groups, organisations, and the media.

**Key accountabilities and skills continued (shall include some or all of the following)**

**Research and analytical:**

- undertake in-depth research and analysis of policy and legislation

**Planning and organisational:**

- assist in the day-to-day running of the electorate office, including providing secretarial support to the Member, filing, and documenting and reconciling petty cash.

**Selection criteria**

Excellent oral communication and interpersonal skills including the ability to hear from and liaise with community groups, government and non-government organisations, and the media.

Excellent writing skills including the ability to prepare correspondence, briefing notes, submissions, speeches, newsletters and media releases.

Demonstrated superior organisational skills to work effectively under pressure and manage competing priorities and deadlines.

Demonstrated capacity to exercise sound judgement and ability to perform at a high standard under limited supervision and within a team environment.

An interest in, and understanding of, the Australian political context and Australian parliamentary procedures and processes.

Good word processing/keyboard and computer skills in an office environment.

Demonstrated research and analytical skills including the ability to analyse policy and legislation.

**Decision-making and reporting relationships**

- Seek advice from the Member on relevant, contentious or politically sensitive issues raised by constituents, community groups or the media.
- Keep the Member up to date and informed about a range of policy issues and the progress of legislation.
- Refer all written documentation to the Member for sign-off and approval
- Provide guidance and support to staff employed in the electorate office
- The electorate officer reports to the Member and receives direction and guidance from the senior electorate officer.

**Other relevant information**

- The successful applicant will be appointed under the provisions of the Members of Parliament Staff Act 2013.
- Remuneration for an electorate officer includes an All Incidence of Employment Allowance to compensate for any reasonable overtime worked. Members and electorate officers should consult about workload issues to ensure that unreasonable hours are not worked.
- Electorate officers are not permitted to engage in activities of a direct electioneering or political campaigning nature during ordinary hours of work nor as part of their role. Political party membership and participation in any party activities are voluntary. Attendance at party meetings or functions is in the individual's own time. In the case of electorate officers working for independent Members, this restriction applies to participation in activities that are reasonable alternatives to participation in the activities of recognised political parties.

*Please forward a signed copy of this position description to Human Services, Department of Parliamentary Services (DPS).*

**CERTIFICATION**

**Member's Signature:**

**Date:**

**Employee's Signature:**

**Date:**