



# **Electorate Adviser**

## **Office of Helen Burnet MP**

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| <b>EMPLOYMENT CONDITIONS:</b> | Royal Prerogative Contract, Fixed-Term, full-time (part-time negotiable) |
| <b>LOCATION:</b>              | Hobart   |
| <b>IMMEDIATE SUPERVISOR:</b>  | Helen Burnet MP  |
| <b>SALARY RANGE:</b>          |  |
| <b>DATE:</b>                  | April 2024   |

### **SELECTION CRITERIA**

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1. Demonstrated organisational skills – including coordinating events and meetings and assisting community groups.
2. Expertise in office management practices and well-developed technology skills with the ability to effectively use databases, social media platforms, and office software applications.
3. Well-developed interpersonal and communication skills; the ability to effectively respond to constituent and stakeholder enquiries and maintain confidentiality.
4. Ability to quickly and effectively research and analyse information, and prepare clear and succinct letters and documents for meetings and submissions.
5. Effectively prioritising tasks and working quickly and accurately to meet specified timeframes, using initiative and judgement.
6. Knowledge of the Tasmanian political system including Greens' policies.
7. Knowledge of the issues relevant to the Clark electorate, and the ability to travel within the electorate if or when required.
8. Ability to work both independently and as part of a team in a harmonious fashion.

### **Position Description – Electorate Adviser**

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[tasmps.greens.org.au](http://tasmps.greens.org.au)