



## **Animal Justice Party Victorian Member of Parliament Office Manager**

The Animal Justice Party was formed in response to a growing number of voters who feel strongly that much more needs to be done through the Australian parliamentary system to assist the wellbeing of animals. With thousands of members across Australia and elected MPs in both the NSW and Victorian Parliament, the Animal Justice Party is part of a rapidly growing international movement. Our vision is a planet on which animals are treated with respect, dignity and kindness, where they are able to flourish in their respective environments, and where their unique needs and capabilities are recognised and their interests protected.

The Office Manager is responsible for managing the day-to-day operations of the Animal Justice Party Victorian MP office and plays a significant role in managing the electorate.

### **Roles and Responsibilities**

- Managing the day-to-day operations of the Animal Justice Party Victorian MP office.
- Diary management of the Animal Justice Party Victorian MP.
- Developing, managing and improving office and administrative systems, policies, and procedures.
- Budget development, management and reporting.
- Development and management of finance, funding and disclosure systems and processing and payment of invoices.
- Responsible for ensuring the office adheres to rules, process and reporting requirements of the Parliament of Victoria.
- Ensure office efficiency is maintained by carrying out planning and execution of all office related procurement (equipment, systems, stationery etc).
- Implement and manage systems to ensure security of information is maintained.
- Acting as the point of contact between the Animal Justice Party Victorian MP and Committee.
- Organising meetings and booking meeting rooms.
- Handling correspondence directed to the MP.
- Making travel arrangements and detailed travel itineraries.
- Taking dictation and minutes and writing them up subsequently.
- Producing reports and presentations.
- Develop and maintain filing and database systems.
- Providing timely information to the MP and MPs staff.
- Support for the MP when travelling including Parliamentary sitting weeks and meetings as required.
- Other related tasks as directed.

### **Selection Criteria**

- Demonstrated experience working in a senior administrative and/or office manager position with both front of office and back office administrative skills.
- Demonstrated high level communication skills, a readiness and ability to cold call and communicate with a diverse variety of stakeholders.
- Attention to detail.
- Ability to multitask and prioritise tasks.

- Excellent time management skills.
- Well-developed organisational skills.
- Proven ability to schedule and maintain an exceptionally busy diary.
- Demonstrated experience in problem solving with a solution based approach to your daily routine.
- An understanding of office accounting systems and ability to manage budgets in accordance with set rules and regulations.
- Demonstrated high level interpersonal, communication and liaison skills.
- Proven capacity to work as member of a small team in order to provide an optimum contribution to the achievement of goals.
- Computer skills in Microsoft Office particularly with Excel, Word, PowerPoint, Email

**Desirable experience and personal qualities:**

- Dedication to ending animal cruelty.
- Knowledge and understanding of the Animal Justice Party.
- Demonstrated commitment to the Animal Justice Party policies, positions and values.
- Experience working with, or in a political, community or advocacy organisation.
- Flexibility and initiative.
- Enthusiasm and self-direction.
- Ability to work effectively and amicably under pressure.
- Respect for sensitive and confidential information.
- Willingness to work long and irregular hours.

**Conditions**

This is a full-time four-year position. The role will be primarily based at the Geelong office with travel to Parliament House and throughout the electorate required as needed. All employees are expected to sign a confidentiality and code of conduct agreement prior to the commencement of their employment. A probationary period of 3 months will apply.

To apply please send your CV and Cover Letter addressing the selection criteria to [andy.meddick@parliament.vic.gov.au](mailto:andy.meddick@parliament.vic.gov.au)

Applications close 5pm Sunday 20 January 2019.