

Queensland Operations & Engagement Manager

OFFICE OF THE LEADER OF THE AUSTRALIAN GREENS			
Job Title:	Queensland Operations & Engagement Manager	Job Category:	EOB-5
Location:	Brisbane, Queensland	Travel:	Occasional, as needed
Base Salary & ESA:	\$86,506 (pro-rata)	Position Type:	0.8 FTE (4 days/week), ongoing
Total Salary Package:		Reports To:	Chief of Staff

Job description

The Queensland Operations & Engagement Manager works with the Chief of Staff (CoS) and Qld EO Team to lead the day-to-day operations of the Leader's office and to set and drive the office's Queensland community engagement strategy - as well as coordinating across the Leader's team to ensure a forward calendar of events is developed and delivered. The position is based in Brisbane, where the Leader and CoS are located and where the office's operations are concentrated. This position is accountable for office facilities and for ensuring administrative tasks are shared evenly across the team, for meeting the office's community engagement goals, for holding the forward view of Queensland events, for administering the Leader's momentum program and for delivering the annual Joint Office Meeting of Party Room.

Roles and responsibilities

Office management

- Work with the EO team to ensure that between the staff based in Qld, the office runs well and that any issues with the facilities are addressed.

Queensland community engagement

- Set and maintain the office's Queensland community engagement strategy, ensure buy-in from other Greens MPs to any shared goals and project
- Coordinate the electorate office team to deliver the community engagement strategy
- Maintain a forward view of Queensland events and engagement opportunities relevant to the Leader's calendar, and feed proposals into diary and momentum planning in good time

Momentum and delivery

- Act as the Leader's Overall Momentum Strategy Program Lead: hold the forward momentum program planning processes, work with area leads to keep the pipeline of activities full across the momentum areas including preparing the annual momentum plan, running regular processes to refresh this plan and working with the EA to prepare and deliver the weekly Leader's Momentum Logistics Meetings and monitoring the delivery of agreed work to ensure completion of agreed projects.
- Support the EA and Area Leads to deliver complex momentum activities such as multi-day trips or large-scale events, when requested
- Assist Area Leads with securing state and territory party buy-in for co-planned trips and events, working with the relevant area leads and relationship holders.

People and culture

- Support the CoS in fostering a collaborative culture across the Brisbane and satellite offices.
- Other operational duties as directed by the CoS.
- Organise the annual Leader's Office staff planning days
- Supervise an external coordinator and a cross-office working group of staff to deliver the annual Joint Office Meeting (JOM).

Skills and experience

- Strong organisational and time-management skills, with meticulous attention to detail and a demonstrated ability to close out tasks.
- Demonstrated experience in office management, administration and in coordinating a small team.
- Experience developing and delivering community engagement activities, and organising events.
- Excellent computer skills, including Microsoft 365 and Excel.
- An understanding of Australia's system of government and parliamentary processes is desirable.
- Demonstrated professional integrity and the ability to exercise discretion and maintain confidentiality.
- A respectful demeanour when engaging with office staff and constituents.