

Dear Applicant

Thank you for your expression of interest in the position of Principal Policy Adviser within the Queensland Catholic Education Commission.

Enclosed are the following documents relating to the position:

Position Overview
Position Description
Position Advertisement
Statement of Principles
QCEC Secretariat Structure

All applicants must supply the following documents:

To enable us to assess your application on merit, your application must include:

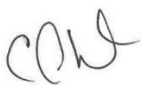
- A two-page response to the points listed in the 'Are you the right person for the job?' section of the job advertisement
- A current résumé of no more than three pages that provides the contact details of at least two referees from the last two years, with a thorough knowledge of your work performance and conduct. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be forwarded by email to:

hr@qcec.catholic.edu.au

The closing date for applications is 5.00pm, **Monday 19 February 2018**.

Yours sincerely



Chris Woolley
Director – Governance, Strategy and Corporate Services