



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Executive Officer - Education</b>
<b>UNIT</b>	Education
<b>REPORTS TO</b>	Director - Education
<b>DIRECT REPORTS</b>	Nil

<b>STATUS</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual
<b>TENURE</b>	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Fixed Term    Term: 1 year <input checked="" type="checkbox"/> Regular Hours – No of Hours/Week: 38 (Avg) <input type="checkbox"/> Varying Hours – No of Hours / Week:      (Est)
<b>COVERAGE</b>	<input type="checkbox"/> Award - <input type="checkbox"/> Agreement - <input checked="" type="checkbox"/> PAO Scale <input type="checkbox"/> Senior Leadership Scale <input type="checkbox"/> Senior Executive Scale
<b>CLASSIFICATION</b>	PAO Level 5 (\$108,603 - \$120,669) or PAO Level 6 (\$122,650 - \$136,276) as from 1 July 2017 depending on qualifications and relevant experience.
<b>PAY STEPS</b>	Steps 1 – 4 <input type="checkbox"/> Vehicle <input type="checkbox"/> Package <input type="checkbox"/> Car Park <input type="checkbox"/> Personal Use

<b>WRITTEN BY</b>	Position:      Director - Education Person:        Mandy Anderson
<b>DATES</b>	Date Written/Reviewed: 22/01/18      Due for Next Review: 1/19
<b>EFFECTIVE FROM</b>	2018 01

# POSITION DESCRIPTION

## Executive Officer - Education



### Organisational Environment

The Queensland Catholic Education Commission (QCEC) is a 16 member body established by the Catholic Archbishop of Brisbane and the Bishops of Cairns, Townsville, Rockhampton and Toowoomba (the Bishops of Queensland) to support and advance Catholic education in Queensland.

The role of QCEC is essentially strategic and a partnership with the five Diocesan and seventeen other Catholic school authorities that administer and manage schools across the state. QCEC is the peak body for Catholic education in Queensland and is the entity recognised by governments for the purpose of funding.

The Bishops of Queensland and those acting for public juridic persons (including Religious Institutes) which operate Catholic schools in Queensland have delegated the following authority and functions to QCEC:

1. Authority and primary responsibility for state wide high level policy making, research, advocacy, reporting and negotiations concerning government funding, industrial relations and public relations on state-wide issues.
2. Authority and responsibility to work collaboratively in policy making and action in areas where other educational authorities have primary responsibility for such policy making and action.
3. Authority and responsibility, on an 'ad hoc' basis through the consensus of the Commission, to provide services on request or be involved in projects as requested and on behalf of other educational authorities.

A number of committees and consultation groups have been established by the Commission to inform its decision making. The Commission is provided with operational support by a Secretariat of approximately forty staff who report via unit groups through to the Executive Director QCEC.

In accordance with its Mission Statement, QCEC Secretariat is constantly mindful of education in the wider mission of the Catholic Church and seeks that all employees support QCEC vision, mission and values.

### Purpose of the Position

The position of Executive Officer – Education within the Education Team of the QCEC Secretariat provides expertise and support to assist the Queensland Catholic Education Commission carry out delegations in accordance with its constitution and prioritised strategic objectives.

## Key Responsibilities of the Position

<p><b>1. Research, monitor and provide timely strategic information and advice on Commonwealth and State curriculum and educational issues to the Commission and Catholic school authorities</b></p>
<ul style="list-style-type: none"> <li>• work collaboratively, within the team, and with Catholic school authorities and other stakeholders to discern, analyse, review and evaluate current and emerging educational issues at the state, national and international level</li> <li>• facilitate effective information sharing, including forums and symposiums, with Catholic schooling authorities and other relevant stakeholders</li> <li>• coordinate the development of timely and appropriate advice and strategic responses for QCEC, and on behalf of QCEC, to government and other agencies.</li> </ul>
<p><i>Key Performance Indicators</i></p>
<ol style="list-style-type: none"> <li>1. High quality communication is facilitated on matters of educational significance.</li> <li>2. Catholic school authorities are consulted to inform QCEC positions in negotiation with other agencies.</li> <li>3. Appropriate strategic responses to government and other agencies are coordinated and developed.</li> <li>4. Timely advice on education issues is prepared for the Commission and Catholic school authorities.</li> </ol>
<p><b>2. Represent QCEC effectively through formation of strategic partnerships, collaboration, advocacy, liaison and negotiation as required with agencies such as Australian and State Government Departments of Education and Training, Queensland Curriculum and Assessment Authority (QCAA), State Schools and Independent Schools Queensland (ISQ)</b></p>
<ul style="list-style-type: none"> <li>• represent QCEC on various committees, both state and nationally, as appointed by the Commission</li> <li>• provide a voice for the Catholic education sector at meetings and forums</li> <li>• work collaboratively to critique, plan, facilitate or implement actions to achieve desired outcomes.</li> </ul>
<p><i>Key Performance Indicators</i></p>
<ol style="list-style-type: none"> <li>1. Collaborative relationships and networks are formed to support meaningful discussion with other education agencies.</li> <li>2. Current knowledge and relevant expertise is developed and utilised in areas related to representation.</li> <li>3. QCEC is represented effectively in relevant state and national committees and meetings.</li> <li>4. Timely reporting on meetings and actions of external committees and agencies is provided.</li> </ol>
<p><b>3. Provide effective support for QCEC Committees and consultation groups as determined</b></p>
<ul style="list-style-type: none"> <li>• work collaboratively with the Chair(s), Director Education, other members of the QCEC Secretariat, Catholic schooling authorities and other education agencies in organising QCEC consultation groups as required</li> <li>• prepare agendas, papers and minutes, and progress actions following each meeting.</li> </ul>

<i>Key Performance Indicators</i>
1. Effective support is provided for the functions of consultation groups: <ul style="list-style-type: none"> <li>• Agenda and papers are formed collaboratively, with consideration and accuracy</li> <li>• Meeting papers are uploaded to website in a timely manner, one week prior to meetings</li> <li>• Minutes of meetings are distributed and meeting items actioned in a prompt and professional manner.</li> </ul>
<b>4. Manage identified education programs and initiatives in an appropriate manner</b>
<ul style="list-style-type: none"> <li>• Disseminate program information to Catholic schooling authorities, for education accountability and timely reporting to state and national agencies as required.</li> <li>• Work collaboratively with other units within QCEC such as Finance and Resourcing to complete required reports.</li> <li>• Provide key personnel in Catholic school authorities support as required in relation to programs.</li> </ul>
<i>Key Performance Indicators</i>
1. Identified programs are overseen in a manner which facilitates sharing of information, ensures equitable funding distribution and provides timely, appropriate reporting and acquittal processes.
2. Effective negotiation occurs with governments and other stakeholders to achieve equitable program outcomes for the Queensland Catholic school sector.

## Reporting Arrangements

The position is responsible to the Executive Director through the Director Education.

Significant relationships also exist with other members of the Education Team, the Leadership Team and Secretariat staff, as well as Catholic schooling authorities and other education stakeholders.

## Position Dimensions

Direct Staff Reports	No direct staff reports
Scope	The position represents QCEC (in specific areas as delegated in relation to education) on behalf of 22 Catholic schooling authorities which operate 304 Catholic schools in total, employ in excess of 19,000 staff and educate 147,000 students

## Decision Making Authority

Authority	Authority to act within the role and enact the duties as outlined above is delegated
Operational	The position exists within a team of eight who interact and collaborate on work.
Financial	This position has no direct responsibility for financial matters but is responsible for progressing agreement and scheduled payment distribution for funded programs. Expenditure of funds occurs in accordance with Secretariat guidelines and operational requirements of the position.

## Organisational Requirements

Commitment	Demonstrates consistent support for the vision, mission and values of QCEC, and contributes to an equitable, safe and healthy work environment free from discrimination, harassment and bullying.
Compliance	Complies with QCEC Secretariat policies, procedures and protocols

## Key Qualifications, Experience, Skills and Attributes

- Demonstrated commitment to and support for Catholic ethos and the work of Catholic schools
- High level communication skills with demonstrated ability to develop written reports and submissions, to present orally and use technology in effective communication.
- Demonstrated knowledge and understanding of education issues and policies and state, national and international education trends
- Demonstrated skills in advocacy, negotiation, planning and effective collaboration
- Demonstrated administrative experience and organizational skills including capacity to prioritize, manage time and meet deadlines
- Demonstrated initiative, capacity and commitment to working individually and in a team environment
- Appropriate qualifications at tertiary level.