



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Principal Policy Adviser</b>
<b>UNIT</b>	Executive
<b>REPORTS TO</b>	Executive Director
<b>DIRECT REPORTS</b>	Nil

<b>STATUS</b>	<input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Casual
<b>TENURE</b>	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Fixed Term Term: 3-5yrs <input checked="" type="checkbox"/> Regular Hours – No of Hours/Week: 38 (Avg) <input type="checkbox"/> Varying Hours – No of Hours / Week:      (Est)
<b>CLASSIFICATION</b>	<b>PAO Level 6 (\$122,650 - \$136,276 as from 1 July 2017)</b>

<b>WRITTEN BY</b>	Position: Director – Governance Strategy and Corporate Services Person: Chris Woolley
<b>DATES</b>	Date Written/Reviewed: 24/02/2018      Due for Next/Review: 01/20
<b>EFFECTIVE FROM</b>	01/18

## POSITION DESCRIPTION

### Principal Policy Adviser



#### 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 Principal Policy Adviser within the Executive Unit of the QCEC Secretariat provides high level strategic policy, research and analytical skills and expertise to support the Queensland Catholic Education Commission to carry out its delegations in accordance with its constitution and strategic plan.

## Key Responsibilities of the Position

<b>1. Analyse, research and provide advice to the Executive Director and QCEC on strategic policy issues</b>
<ul style="list-style-type: none"> <li>• Analyse, review and evaluate current and emerging educational issues at the state, national and international level and provide evidence based policy advice to the Executive Director, other members of the Leadership Team and the Commission.</li> <li>• Support the Executive Director’s response to external discussion papers, strategic policy proposals and initiatives both State and Commonwealth and other requests as required.</li> <li>• Assist the Executive Director and other Leadership Team members in providing advice to the Commission on a range of issues.</li> </ul>
<i>Key Performance Indicators</i>
<ol style="list-style-type: none"> <li>1. Effective and timely advice is provided to the Executive Director, other relevant staff and the Commission on strategic policy issues.</li> <li>2. Appropriate detailed responses on strategic policy issues is provided to internal and external stakeholders.</li> </ol>
<b>2. Effective stakeholder engagement and high-level communication skills</b>
<ul style="list-style-type: none"> <li>• Develop, maintain and foster strong and effective relationships and networks with a range of Government, Church and community stakeholders.</li> <li>• Establish and manage relationships with Government and other agencies to advance the QCEC’s policy objectives across a range of policy topics.</li> <li>• Represent QCEC on committees as required by the Executive Director</li> <li>• Represent Catholic education sector at meetings and forums as required</li> <li>• Work collaboratively with internal and external stakeholders to ensure policy and other strategic issue are managed appropriately</li> <li>• Demonstrate high level written and oral communication skills which enable the role holder to communicate with influence at a high level to senior members of QCEC and the Commission</li> </ul>
<i>Key Performance Indicators</i>
<ol style="list-style-type: none"> <li>1. Collaborative relationships and networks are formed to support meaningful discussion with internal and external stakeholders.</li> <li>2. QCEC and the Commission are represented effectively in relevant committees and meetings.</li> <li>3. High level communication skills are utilised to effectively contribute to QCEC’s policy objectives</li> </ol>
<b>3. Provide effective support and management of strategic projects</b>
<ul style="list-style-type: none"> <li>• Lead or contribute to the development, scoping, management and delivery of strategic projects to address policy and educational issues as required</li> <li>• Work collaboratively with internal and external stakeholders to ensure projects are managed effectively, in a timely manner and in accordance with budgets</li> </ul>

*Key Performance Indicators*

3. Strategic projects are managed effectively, timely and within agreed budgets

### Reporting Arrangements

The position is responsible to the Executive Director but will work closely with other Leadership Team members and secretariat staff responsible for educational policy and related issues, as well as Catholic schooling authorities and other education stakeholders.

### Decision Making Authority

Authority	Authority to act within the role and enact the duties as outlined above is delegated
Operational	The position has no reports and will work directly with the Executive Director as well as in collaboration with others on work in consultation with the Executive Director.
Financial	This position has no direct responsibility for financial matters. 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 the Catholic ethos and the work of Catholic schools
- Demonstrated ability to manage and communicate on strategic policy issues at a high level
- Demonstrated strategic leadership including skills in advocacy, negotiation, planning and effective collaboration
- Demonstrated ability to manage competing demands in high pressure environment, including capacity to prioritize, manage time and meet deadlines
- Demonstrated capacity and commitment to working in a team environment
- High level interpersonal skills and demonstrated skills in verbal and written communication as well as communication with and through technology
- Appropriate qualifications at tertiary level in policy, law, education, philosophy, or political or social sciences.