



Principal Policy Adviser to the CEO and Executive Director
Queensland Catholic Education Commission

Contract Position (Full or Part Time, 3-5 years)

Salary: \$122,650 to \$ 136,276 + 9.5% superannuation

Your Opportunity

You will work directly with the Commission's Executive Director, Dr Lee-Anne Perry AM, in policy development, implementation and response at a State and National level in the Catholic Schools sector. You will support responses to critical policy issues, liaise with stakeholders in Government and the community, lead strategic projects, and develop discussion papers and submissions based on research and strategic analysis.

You

You are an experienced public policy analyst with highly developed writing and consultation skills who has worked in Government establishing effective relationships with Departments, Ministerial Offices and/or community stakeholders. You may not have worked in the education sector however you will be able to rapidly acquire an understanding of public policy and issues in the education sector, particularly as they relate to non-government schools.

You will have demonstrated high level analytical capability including the ability to interpret data, research and information. You will have experience with providing advice on strategic policy development that contributes to organisational strategies and direction. You will demonstrate experience in the preparation of high quality and politically sensitive briefing notes, reports and submissions to key stakeholders. Additionally, you will have a strong track record in building and maintaining effective professional and consultative relationships with a broad range of senior stakeholders.

Our Organisation

The role of the Commission is essentially strategic, and it has as its principal goal the greater co-ordination and advancement of Catholic education in Queensland, with due regard for the autonomy of the 22 Catholic School Authorities who operate the 304 Catholic schools in Queensland. The operational dimension of the Commission is carried out by a small (45 person) secretariat based at the Catholic Centre, 143 Edward Street, Brisbane, which implements the Commission's decisions and administers its various initiatives by collaborating with the Catholic School Authorities.

The Executive Director is the Commission's Chief Executive Officer, Director of the Secretariat, and Chief Spokesperson of the Commission.

<http://qcec.catholic.edu.au/>

Your Contribution to QCEC

Review and analyse complex policy initiatives within short timeframes.

- Provide policy advice to the Executive Director and other members of the Leadership Team.
- Support the Executive Director's response to external discussion papers, funding policy proposals and initiatives both State and Commonwealth and other requests as required.
- Develop, maintain and foster strong and effective relationships and networks with a range of Government, Church and community stakeholders.
- Establish and manage relationships with Government other agencies to advance the QCEC's policy objectives across a range of policy topics.
- Assist the Executive Director in providing advice to the Commission on a range of issues.
- Lead and/or contribute to the delivery of key strategic projects.
- Maintain contemporary knowledge of trends, developments and issues across education policy and brief the Executive Director, Office of the CEO as required.

Working at QCEC

QCEC is a team of professionals working in strategic areas of policy and implementation for high quality education in the Catholic Education sector.

Flexible working arrangements are supported, and this role is available on a full or part time basis.

Are You the Right Person for the Job?

You will be assessed on your capability and capacity for the following in the context of the accountabilities above.

- **Supports strategic direction** – Supports shared purpose and direction. Understands and supports the organisation’s vision, mission and business objectives. Identifies the relationship between organisational goals and operational tasks.
- **Achieves results** – Takes responsibility for managing work projects to achieve results. Contributes own policy analysis expertise to achieve outcomes for the organisation.
- **Supports productive working relationships** – Nurtures internal and external relationships. Builds and sustains positive relationships with team members, stakeholders and clients. Is responsive to changes in client and stakeholder needs and expectations.
- **Displays personal drive and integrity** – Persists with and focuses on achieving objectives even in difficult circumstances. Remains positive and responds to pressure in a calm manner.
- **Communicates with influence** – Communicates clearly. Confidently presents messages in a clear and concise and articulate manner. Structures written and oral communication to ensure clarity.

Interested in Applying?

Please provide the following information to enable assessment of your suitability:

- A two-page response to the points listed above in the ‘Are you the right person for the job?’ section
- 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.

For further information and a confidential discussion please contact the consultant supporting the Commission Janine Walker 0407621306 jwalker9fr@gmail.com. Further information about the role and application process, including a Position Description, can be accessed at the QCEC website at <http://qcec.catholic.edu.au/corporate-services/employment-at-qcec>.

Applications should be sent to hr@qcec.catholic.edu.au by 5pm on Monday 19 February 2018.