# Position description

| Position title | |
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| **Classification** | TBC |
| **Reporting to** | Director, Education Advocacy and Strategy |
| **Direct reports** | 0 |
| **Business Unit** | Education |

## Organisational context

Catholic Education Queensland Limited (CEQL):

- serves as the peak advocacy and representative body for the Queensland Catholic education sector
- partners with Queensland Catholic School Authorities (employers) who manage and operate schools across the state
- is the entity recognised by the state and federal governments for the purpose of the receipt and acquittal of funding and consultation.

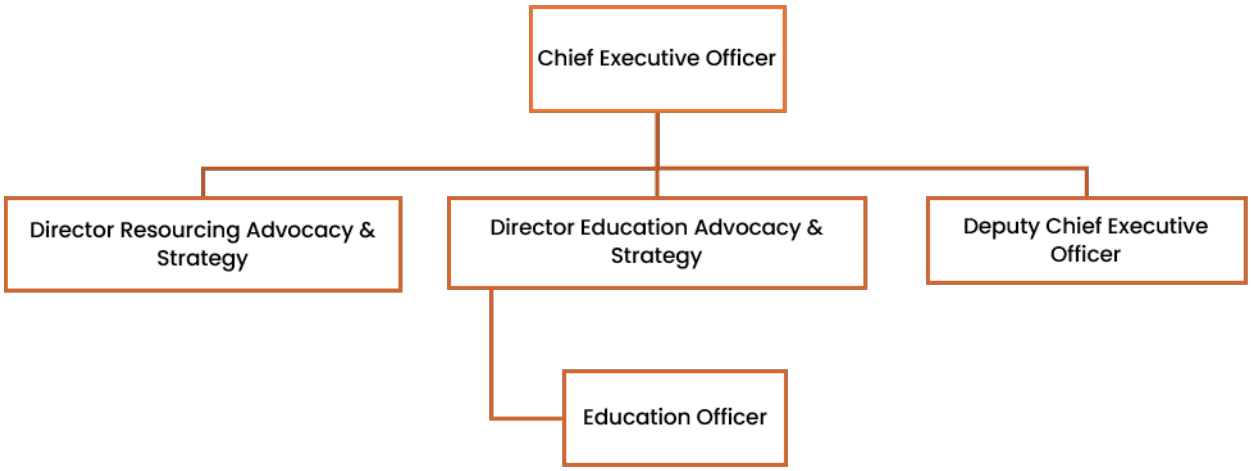
The Education Officer role sits within the Education Advocacy and Strategy team and provides expertise to the Director, Education Advocacy and Strategy in assisting with the performance of duties and tasks that support delegations in accordance with the CEQL constitution and prioritised strategic objectives.

## Primary purpose of the role

The purpose of the position is to:

- Research, monitor and prepare timely strategic information and advice on Commonwealth and State education policy and regulatory issues for CEQL Executives, the Board and Catholic School Authorities (CSAs)
- Represent CEQL effectively through: formation of strategic partnerships; collaboration; advocacy; liaison; and negotiation as required with the Australian and State Government Departments of Education (incorporating early childhood education) and Training, State Schools and Independent Schools Queensland (ISQ) and other relevant education and early childhood education agencies and bodies
- Provide effective leadership and support for CEQL Committees and consultation groups
- Manage identified education programs and initiatives in an appropriate manner
- Deliver and/or support the delivery of professional learning to CSAs according to need.

## Organisational position




## Position framework

| Key relationships and interactions | |
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| Internal | Director of Education Advocacy and Strategy, CEQL CEO and Executives, CEQL Board, CEQL staff, QLD Catholic School Authorities (CSAs) and the National Catholic Education Commission. |
| External | Federal and State government/non-government resourcing stakeholders. |

| Accountabilities | Performance indicators |
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| **Research and advice** | |
| • Monitor Commonwealth and State education policy and regulatory developments and emerging strategic issues, assessing their implications for CEQL and the Queensland Catholic education sector.<br>• Research, analyse and prepare timely, accurate and audience-appropriate briefings, reports, submissions and advice for the Director, CEQL Executive, Board and CSAs.<br>• Provide clear, evidence-informed recommendations that identify key implications, risks and opportunities | • Emerging education policy, regulatory and strategic issues are identified early and escalated with sufficient time for CEQL to respond.<br>• Briefings, reports and advice are delivered within agreed timeframes and meet the requirements of the intended audience.<br>• Advice is clear, relevant and supports informed decision-making and advocacy. |

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| and support CEQL decision-making, strategic positioning and advocacy. | |
| **Advocacy and Stakeholder Management** | |
| • Build and maintain strong relationships with key educational personnel at CSAs to ensure a shared understanding of education and compliance issues.<br>• Facilitate collaboration opportunities with CSAs on education-related matters.<br>• Foster a culture of quality education and educational leadership, enabling the development of joint approaches. | • Opportunities for collaboration are identified and progressed with relevant CSAs, resulting in practical shared resources, coordinated responses or joint initiatives<br>• Stakeholder feedback demonstrates that CEQL is a valued partner of CSAs. |
| **Education programs and professional learning** | |
| • Facilitate the development and/or oversight of reporting frameworks and collection of data to meet reporting and other compliance requirements.<br>• Work closely with the Finance team to administer funding agreements.<br>• Facilitate the design and delivery of professional learning that supports CSAs with school operations. | • All reporting requirements in legislation and agreements are completed accurately and on time.<br>• CSAs are provided with the advice, support and tools that support effective stewardship of their schools. |

## Corporate compliance accountability

- Comply with CEQL's policies and procedures
- Support CEQL's vision, mission and values
- Maintain confidentiality and privacy in dealing with sensitive matters

## Education, skills and experience

1. Support for the vision, mission and values of CEQL
2. Demonstrated knowledge of strategic and operational education issues and priorities, including national, state and (where relevant) international educational trends
3. Demonstrated high level written and verbal communication skills including experience in preparing reports, submissions and issues papers
4. Demonstrated ability to work collaboratively with a range of stakeholders and ability to provide high-quality, quick turn-around advice on key education issues
5. High level education program and funding agreement management skills

including capacity to prioritise, manage and meet deadlines

6. Demonstrated capacity and commitment to working in a positive and professional team environment
7. Appropriate qualifications at tertiary level.
8. Experience with, or strong knowledge of, Vocational Education and Training, school-based apprenticeships and traineeships, and/or senior secondary years of schooling would be an advantage.