

Position Description

Position Details	
Position Title	Director – Education Advocacy and Strategy
Classification	SES (Catholic Education) Level 1
Reporting To (position)	Executive Director
Direct Reports (number)	9 (current) staff within the Education Advocacy and Strategy Unit
Business Unit	Education Advocacy and Strategy (EA&S)

Organisational Context

The Queensland Catholic Education Commission (QCEC) has been established by the Catholic Bishops of Queensland to support and advance Catholic education in Queensland and promote excellence and equity within Catholic schools.

The role of QCEC is essentially strategic and a partnership with the five Diocesan and 17 other Catholic School Authorities that govern and administer schools across the state. QCEC is the peak body for Catholic education in Queensland and is the entity recognised by the Australian and Queensland governments for the purpose of funding.

QCEC has been delegated authority and prime responsibility for state-wide high-level policy-making and collaborative action in a number of key areas, including:

1. Government funding for Catholic schools and early education programs
2. Advocacy, negotiation, and agreement with governments and other peak bodies at the State and Commonwealth levels
3. Research, collection, analysis and reporting of statistical, financial and educational data
4. Industrial relations with respect to facilitating collaboration between Catholic School Authorities exercising this responsibility
5. Public relations and communications regarding matters concerning Catholic education on a state-wide basis.

A number of committees have been established by QCEC to inform its decision-making.

The Commission is provided operational support by a Secretariat of approximately 40 staff led by the Executive Director.

In accordance with its Mission Statement, QCEC is constantly mindful of education in the broader mission of the Catholic Church and expects that all employees have an understanding of and commitment to the Catholic ethos and support the QCEC vision, mission and values.

Primary Purpose of the Role

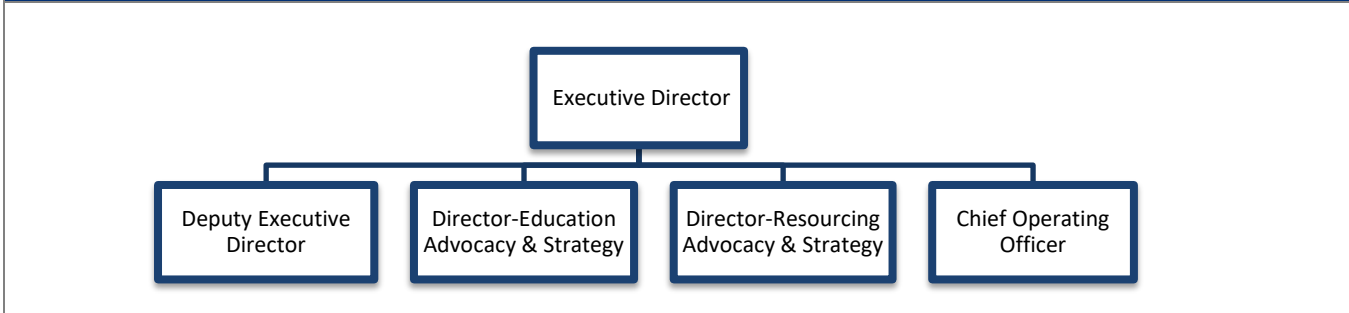
The position of Director - Education Advocacy and Strategy provides leadership to support the Executive Director to achieve the strategic directions of QCEC particularly by:

- providing QCEC with strategic and collaborative leadership in developing and advancing education advocacy and providing representation for the Catholic sector across all areas of education policy and strategy

Position Description

- providing strategic leadership and guidance to staff within the Education Advocacy and Strategy Unit in relation to analysing the impacts of, and influencing and driving, state and national Catholic education policy agendas.
- contributing as a member of the Secretariat’s Leadership Team to the effective leadership of the Secretariat and its responsiveness to and support for the delegated responsibilities of the Commission.

Organisational Position



Key Relationships & Interactions

Internal	The Executive, the Queensland Catholic Education Commission (QCEC), the staff of the Education Advocacy and Strategy Unit, Queensland Catholic School Authorities, National Catholic Education Commission, Queensland Catholic kindergarten providers.
External	Federal and State government/non-government education stakeholders

Strategic Objective	Accountabilities	Performance Indicators
Organisational Leadership and culture	<ul style="list-style-type: none"> • As a member of the Leadership Team, the role provides leadership to the secretariat to achieve QCEC strategic objectives and has a key role in supporting the strategic plan, and developing, implementing and reporting on the EA&S operational plan and embedding the organisational values into the workforce. • Lead in the promotion and implementation of the desired culture that enables the delivery of the organisation’s vision, strategic plan, goals and values. • Ensure the organisational values are embedded in the behaviour and actions of the QCEC workforce. • Positively engage with staff and role model QCEC values and behaviours. 	<p>Participation in strategic planning and contribution from an EA&S perspective.</p> <p>Development and reporting on an annual EA&S operational plan and achievement of outcomes.</p>
Educational Advocacy	<ul style="list-style-type: none"> • Provide leadership through high level policy and advocacy to achieve the strategic and cultural objectives of the Commission. • Contribute, as a member of the Leadership Team to the Secretariat’s ability to drive best practice in Catholic 	A performance review rating exceeding expectations is achieved annually, and staff are operating at a

Position Description

	<p>educational policy and strategy at a national, state and organisational level.</p> <ul style="list-style-type: none"> • Ensure the provision of robust, high quality, useful information which supports decision making by the Leadership Team. • Monitor, analyse, evaluate and provide advice on key developments in the areas of education policy and strategy which have implications for Catholic education in Queensland and nationally. • Facilitate coordination and collaboration between Catholic school authorities in specified areas of research in education. • Ensure that effective communication systems and structures are utilised to disseminate education policy and strategy information to stakeholders • Represent Queensland Catholic Education, QCEC and the Secretariat in various forums, committees, taskforces and working parties at national and state level within the Catholic sector and externally. • Support the Executive Director and Leadership Team in building networks and partnerships with other State/Territory Catholic education systems and with other education sectors in Queensland and nationally. • Work with the Director Resourcing Advocacy and Strategy to develop the Education Advocacy & Strategy Unit budget and monitor its ongoing operation. • Collaborate with other members of the Catholic Education Sector to provide leadership where mutually agreed on joint priorities and obligations. • In collaboration with school authorities, oversee processes for the collation and sharing of statistical information regarding enrolments, performance, and other relevant information. 	<p>high level as a cohesive team.</p> <p>Project outcomes are achieved and managed to time and meet budget requirements.</p>
<p>People Management</p>	<ul style="list-style-type: none"> • Monitor the alignment of the reporting workforce's effort and focus, defining roles and accountabilities and managing performance standards in line with the QCEC Secretariat strategic goals and objectives. • Lead staff within EA&S to develop their strategic perspective when planning and undertaking their work. • Ensure EA&S staff are appropriately trained and accredited to carry out the functions of their position. • Ensure management responsibilities are undertaken in accordance with Human Resources policy and procedure, this includes: <ul style="list-style-type: none"> ○ Annual performance reviews are conducted for all reporting staff; ○ Performance reviews are to include documented personal development plans; ○ Work with the Executive Director to consider and maintain a succession plan for key positions; and ○ Conducting regular team meetings. 	<p>Annual documented performance reviews (following regular discussions throughout the year with team members).</p> <p>A development plan is developed jointly based on areas for future development/ career path aspirations linked to the QCEC Strategic Plan.</p>

Position Description

<p>Advocacy and Stakeholder Management</p>	<ul style="list-style-type: none"> • Annually establish key advocacy targets (people/sectors), and develop evidence-based strategies to engage and influence stakeholders and monitor and report on outcomes. • Working collaboratively with the Leadership Team, build communications networks to proactively engage and liaise with stakeholders to understand the context and experiences of delivering education across the socially and geographically diverse locations of Catholic schools and authorities. • Facilitate a process annually to obtain key stakeholder feedback on their satisfaction with the performance of the Education Advocacy and Strategy Unit. • Ensure that effective communication systems and structures are utilised to disseminate policy information to stakeholders. • Support the Executive Director in building networks and partnerships with other State/Territory Catholic education systems and with other education sectors in Queensland and nationally. 	<p>Report on the success of targeted advocacy strategies and stakeholders' engagement with change agendas.</p>
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Corporate Compliance Accountability

This position is required to comply with all corporate principles. In particular:

- Safety principles and standards for an equitable, safe and healthy work environment free from discrimination, harassment, and bullying.
- QCEC Secretariat policies, procedures and protocols.
- QCEC financial delegations.

Education, Skills & Experience

- Tertiary qualifications in Education or a relevant field are essential, plus further qualifications in leadership, management or related fields are highly desirable.
- Contemporary and in-depth knowledge of national and state education issues relevant to Catholic schools in Queensland.
- Demonstrated ability and experience in leading, inspiring and managing staff at senior levels in a professional work environment.
- Proven experience interpreting relevant legislation, regulation and policy.
- Strong advocacy skills and experience.
- Highly developed communication skills both oral and written.
- Strong planning experience and proven experience implementing and executing plans.
- Highly developed interpersonal skills and self-awareness through regular self-reflection.

Position Description

Employee Acceptance

I, Insert Name, confirm that I have read and understood the accountabilities associated with this position description.

Signed: _____ Dated: ____/____/_____

Position Description Approval

	Name	Signature	Date	Date for Review
Executive Director	Name:		____/____/_____	
Chief Operating Officer:	Name:		____/____/_____	