

Vacancy – Executive Officer

ACT Council of Parents & Citizens Associations Inc.

Council is looking for a highly motivated person to provide support to the Executive of Council, liaise with ACT School P&C associations and manage our small office. Council is the peak body for government school parents and P&C Associations in the Australian Capital Territory, and has promoted parent participation in public education since 1954.

Council is a non-profit, non-government representative organisation whose objectives are to foster a quality public education system, provide support services for affiliates and make representations to Government on behalf of parents of Government school students

This is a permanent part-time position, 20-25 hours a week (negotiable), school terms only.

Enquiries: Elizabeth Singer, 0420 302 017

Applications should include a work history and a statement addressing the selection criteria should be submitted by **Friday 24 July 2009** to:

Employment Officer
ACT Council of P&C Associations
Higgins Primary School
Fullagar Crescent
Higgins ACT 2615

Position Description	
Position Title	Executive Officer
Hours	Permanent part-time 20-25 hours a week (negotiable), school terms only.
Award	SACS level 5 or 6, (or equivalent) commensurate with experience.
Reports to	President and Council Executive.
Position Objectives	<p>This person is responsible for the day to day management of Council's Office and providing high quality secretariat services to the Council, Executive and the Finance Committee. Under limited guidance, this person will perform general secretariat and office management tasks including:</p> <ol style="list-style-type: none">1. Managing Council's office and workload, including the preparation of correspondence and reports;2. Supporting the President, members of the Executive and delegates as they represent Council;3. Providing secretariat services including the scheduling and organisation of meetings, co-ordination and preparation of agenda papers and taking minutes (Note: this includes attending evening Council and Executive Meetings);4. Providing support and advice to member Parents associations; and5. Completing action items from meetings, conduct general research activities and manage projects as required.

<p>Selection Criteria: Essential</p>	<ol style="list-style-type: none"> 1. Demonstrated experience relevant to managing a small team environment and the provision of secretariat services. 2. Well developed planning and organisational skills, including the ability to work with tight deadlines and to determine priorities and workloads. 3. Highly developed oral and written communication skills. 4. Excellent interpersonal skills, discretion, integrity and initiative in dealing staff and volunteers. 5. Good computing skills including in word processing, spreadsheet and email applications. 6. A current driver's license. 7. Ability to work in the evenings to provide secretariat support.
<p>Selection Criteria: Desirable</p>	<ol style="list-style-type: none"> 1. Sound knowledge of, or ability to quickly acquire knowledge of, all applicable legislative requirements such as the Associations Incorporations, OH &S, EEO and Privacy Acts. 2. Interest in current issues in ACT public education. 3. A current first aid certificate.