

Vacancy – Policy Officer

ACT Council of Parents & Citizens Associations Inc.

Council is looking for a highly motivated person to provide research and policy support to the Executive of Council. 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 hours a week (negotiable), school terms only.

Enquiries: Merredy Brown, 0401 797 367

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	Policy Officer
Hours	Permanent part-time 20 hours a week (negotiable), school terms only.
Award	SACS level 5 (or equivalent) commensurate with experience.
Reports to	Executive Officer.
Position Objectives	<ol style="list-style-type: none">1. Carry out research and prepare briefing papers on a wide range of policy issues relevant to government school education as requested by P&C Council or Council's Executive. As time allows, initiate research on relevant policy issues.2. Prepare draft submissions, reports, correspondence, articles for Council's regular publication <i>Feedback</i>, and other written documents representing P&C Council's position.3. Work with Council's Executive and P&C Associations to develop policy proposals for Council's Annual Policy Conference.4. Prepare briefing papers to support Council representatives attending meetings with the Minister, the Department of Education and other relevant organisations, as required.5. Draft media releases as requested by the President. As time allows, put forward suggestions to the President about possible media releases or responses.6. Assist with administrative duties to contribute to the smooth running of Council's office as required.

Selection Criteria: Essential	<ol style="list-style-type: none">1. Demonstrated and strong research and analytical skills.2. Demonstrated and strong writing skills.3. Sound oral communication and liaison skills.4. Sound organisational and administrative skills.5. Sound computer skills including a capacity to work within a Microsoft Office environment.6. Capacity to work within a small team environment.
Selection Criteria: Desirable	Qualifications in a discipline related to social or economic policy.