



ACT Council of Parents & Citizens Associations

The parent voice on public education

Policy Officer

Duty Statement

1. Carry out research and prepare briefing papers on a wide range of identified key issues relevant to government school education.
2. Work collaboratively with Council staff, Executive and P&C members on identified key issues.
3. From the above, prepare draft submissions, reports, correspondence, articles for Council's regular publication *ParentACTion*, position statements, briefing papers, updates to Council policy and other written documents representing P&C Council's position.
4. Support the development of communications and public relations strategies. Including, input into drafting media releases, briefing spokespersons and responding to media inquiries as required.
5. Assist with administrative duties to contribute to the smooth running of Council's office as required, including supporting Council subcommittees and working groups, member services and training workshops.
6. Any other related duties as requested by the Executive Officer to support Council activities.

We are the peak body for parent associations, representing parents in ACT public schools.

We acknowledge the traditional custodians of the lands where we live, work and learn, and pay our respects to elders past, present, and future.

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