

ACT Council of P&C Associations - Policy Officer

Position Description	
Position Title	Policy Officer
Hours	Permanent part-time 15 hours a week (negotiable), school terms only.
Award	Social, Community, Home Care and Disability Services Industry Award [MA000100] level 5 (or equivalent) commensurate with experience.
Reports to	Executive Officer.
Duty Statement	<ol style="list-style-type: none"> 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 <i>ParentACTion</i>, 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.
Selection Criteria: Essential	<ol style="list-style-type: none"> 1. Demonstrated and strong research and analytical skills. 2. Demonstrated and strong writing skills in related areas. 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, law, education or government. .