

DIRECTOR OF PUBLIC AFFAIRS AND COMMUNICATION

The Opportunity

This is an exciting leadership opportunity for an experienced, proactive public affairs and communications professional, with a well respected national peak body in the education sector.

About Independent Schools Australia (ISA)

Independent Schools Australia is the national peak body for the Independent school sector.

We work closely with our eight state and territory member Associations of Independent Schools (AIS) to promote choice, diversity and partnership in education, and advocate for Australian Government support through effective policy and fair funding.

Through these member Associations, ISA represents 1,216 schools, 716,848 students – accounting for 17 per cent of Australian school enrolments - and a workforce of 121,941 people.

The Role

Reporting to the CEO, you will continue to develop and coordinate delivery of advocacy and communications strategy. You will join a small team of experts in their fields, and lead ISA's activities across government relations, public affairs, communications and publications.

Selection Criteria

The successful candidate will have a track record of delivering outcomes at a senior level for at least five years. You can demonstrate:

- Proven ability to think strategically and proactively, while multitasking across projects.
- Experience and success in navigating complex regulatory and stakeholder environments.
- Experience working in a parliamentary or government role, and/or in a relevant senior role in a peak body or industry/professional association.
- An established network of relevant contacts in government and the media.

Knowledge of the Australian school education system will be well regarded but not essential.

You must hold relevant tertiary qualifications and enjoy working in a small team environment.

How to Apply

Applicants should apply by submitting their resume and a brief cover letter to isa@isa.edu.au

For further information please contact Ruth Underwood, on 02 6282 3488 for a confidential discussion.



DIRECTOR OF PUBLIC AFFAIRS AND COMMUNICATION

POSITION DESCRIPTION

This leadership role is responsible for the development of advocacy and communications strategy for Independent Schools Australia (ISA), and the coordination of ISA activities across government relations, public affairs, media, online channels, and publications.

The Media and Communications Advisor reports to this role.

ABOUT INDEPENDENT SCHOOLS AUSTRALIA

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KEY RESPONSIBILITIES

Work in a small team of ten, report to the CEO, and collaborate with colleagues and ISA's member associations to:

- Develop and coordinate the implementation of advocacy and communication strategy to deliver ISA's strategic goals.
- Develop and manage ISA's relationships with government to achieve advocacy objectives and influence policy and funding outcomes.
- Manage and develop ISA's relationships with the media to enhance understanding of the sectors' value and the reputation of ISA and members.
- Develop and manage ISA's relationships with other external stakeholders to enhance their understanding of the sectors' value and the reputation of ISA and members.
- Identify opportunities to promote and communicate ISA policy work, data and research to deliver strategic outcomes for ISA, member AIS's and the sector.
- Work with ISA's policy directors to ensure that messaging balances accuracy and robust evidence with cut through for media, policy makers and the community.
- Oversee ISA's external communications across all channels to align with strategy.
- Monitor media and external developments to identify and act on opportunities to promote Independent Schools and ISA policy.



KEY SELECTION CRITERIA

ESSENTIAL EXPERIENCE

- Tertiary qualifications in a relevant field.
- At least five years relevant experience in a senior role working on high-profile issues involving multiple stakeholders.
- Demonstrated ability to think strategically, proactively seek opportunities, and multitask across projects to deliver.
- A network of contacts in government and the media, with relevance to education.
- Experience working in a parliamentary or government role, ideally in a portfolio with a relevance to education, *and / or*
- Experience working in a relevant senior role in a peak body or industry / professional association.
- Experience in directing and supporting operational staff at management level.

DESIRABLE EXPERIENCE

- A knowledge of the Australian school education system.

ESSENTIAL ATTRIBUTES

As a professional, your personal attributes will include:

- High levels of emotional IQ and strong relationship/inter-personal communication skills.
- Curiosity, and self-drive to identify and respond to opportunities and issues.
- A high level of interest and engagement in current, complex or controversial issues.
- Creativity in navigating complex regulatory and stakeholder environments.
- Time/task management skills and the ability work under pressure on competing deadlines.
- Experience working with, and advising, senior executives and boards.
- A natural interest and passion in politics and current affairs.



OUR PURPOSE

ONE NATIONAL VOICE

Leading the conversations that achieve better educational outcomes in Australian schooling.

Speaking for and supporting our member associations.

OUR VALUES

RECOGNITION

Respecting and acknowledging the diversity of contributions and views in education.

CHOICE

Commitment to diversity and autonomy in schooling.

INTEGRITY

Commitment to evidence, transparency, and accountability.

CURIOSITY

Seeking to learn and grow from diverse perspectives and experiences.



Michael Jones
Chair ISA Board

Graham Catt
ISA CEO





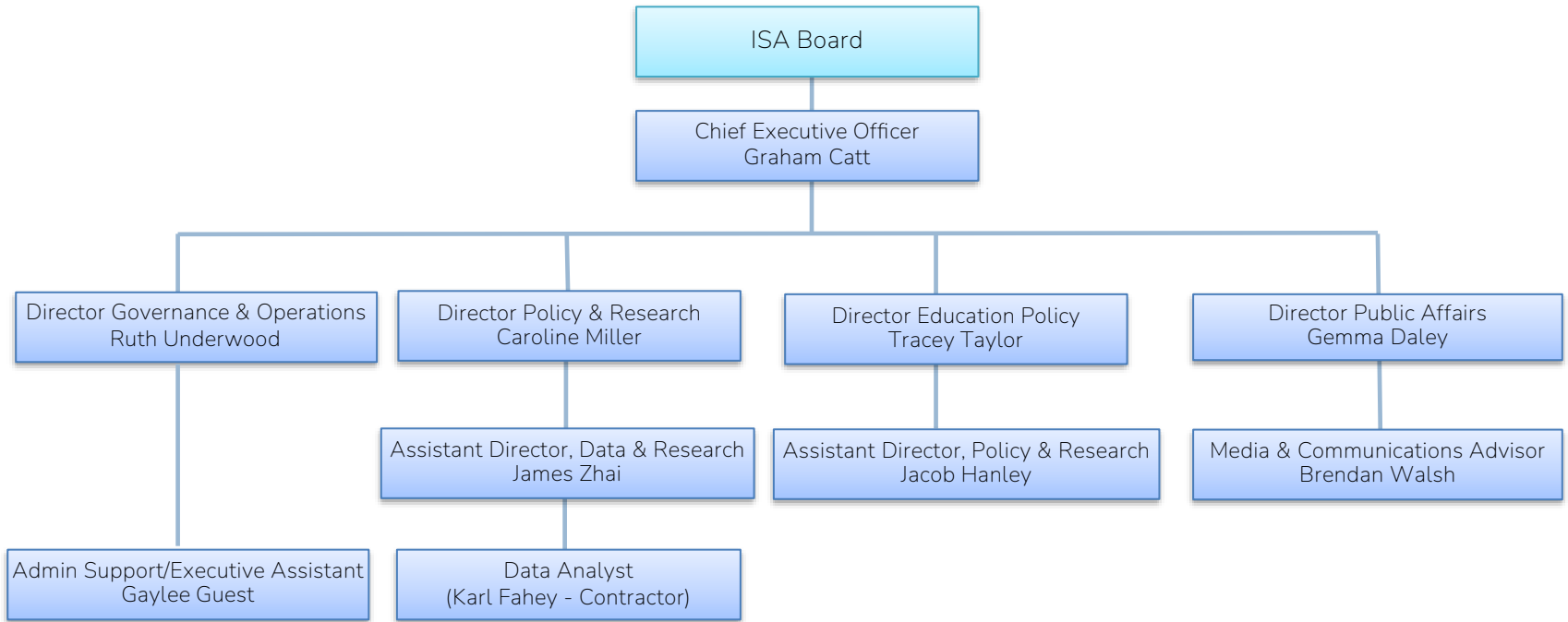
TWELVE MONTH PLAN (JANUARY–DECEMBER 2024)

OUR OBJECTIVES FOR THIS YEAR

STRATEGIC CONSIDERATIONS

- The varying perceptions of the current role and work of ISA among AISs and Directors.
- Achieving the right balance in ISA's focus:
 - to maintain or to transform?
 - to be reactive or proactive?
- ISA governance model and structures.
- Balancing the needs of the collective and representation of members.
- Future focus and long-term thinking.
- Revenue model and reliance on subscriptions.





Director

Senior leadership role, management professional with a focus on strategic direction, and overall leadership of the organisation. Specifically,

- Significant (7 or more years') experience in their role and field of expertise.
- Report directly to the CEO, operating with a high level of autonomy.
- Contribute to the strategic planning and direction of the organisation.
- Engages in high level stakeholder representation (eg with senior departmental officers, politicians).
- Are responsible for and advise the CEO on their role within the organisation eg policy, operations, data/research.
- Supervise Managers and assist / direct their work and/or projects.

Manager / Advisor

Managers are senior employees responsible for the implementation of the organisation's strategic priorities. Specifically:

- Report to a Director.
- Have relevant expertise (5 or more years) in their field of work but possible less experience in their specific ISA role.
- Follow processes and procedures to implement the strategies and plans set by the Board, CEO and Directors.
- Directed / assisted by Directors in their work and/or projects.
- May represent ISA in engagements with stakeholders, in consultation with their director and/or the CEO.
- May supervise contractors or manage external resources.