

## Independent Schools Queensland

### Senior Advisor (Public Affairs)

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Reports to: Director (Strategic Relations)

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Direct Reports  
to this Position: One (1)

Strategic Relations Advisor (Social Media & Communications)

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## About Independent Schools Queensland

Independent Schools Queensland (ISQ) is the peak body representing Queensland's independent schooling sector. ISQ provides a united and powerful voice representing and promoting the interests of member schools to governments and the wider community, fostering choice in education and protecting the autonomy of independent schools.

ISQ is a non-profit membership organisation with 60 staff managed by an Executive Director and governed by a Board of Directors.

ISQ is the trusted learning provider for the independent sector with more than 50 years' experience at the forefront of education innovation, offering specialist professional learning programs that are evidence-based and underpinned by best practice principles. Members can choose from hundreds of professional learning opportunities through three flexible modes; face-to-face, live webinars and online.

Member schools pay an annual subscription for services provided and membership is open to all not-for-profit non-government schools in Queensland. Membership currently stands at 228 schools with enrolments of nearly 135,000 students or 15% of all school enrolments. ISQ enjoys 100% membership of all independent schools in Queensland with 100% member satisfaction.

Diversity is one of the key strengths of Queensland's independent schooling sector enabling families to select schools that best serve their child's needs so they can reach their full potential. Independent schools cater to student diversity by giving students a head-start in their career; supporting Aboriginal and Torres Strait Islander students; re-engaging young Queenslanders in education; supporting students with English as an additional language or dialect; and supporting students with disability.

ISQ has a member first culture and services members by:

- advocating for and promoting the interests of independent schools;
- providing leadership and support to achieve excellent education outcomes;
- representing the sector on more than 100 boards, committees and advisory groups;
- providing specialist advice, professional learning and resources;
- administering government programs for schools;
- commissioning research on important educational matters; and
- providing schools access to group schemes and agreements.

Independent Schools Queensland is an approved non-government representative body under the *Australian Education Act 2013* and administers a range of Queensland Government Programs.

ISQ has two subsidiary organisations – Queensland Independent Schools Block Grant Authority Limited (QIS BGA) which administers the Commonwealth Government's Capital Grants Program and the Queensland Government's Capital Grants Schemes, and Queensland Independent Schools Parents' Network Ltd (QIS Parents Network) which represents the interests of parents with children attending independent schools. Further information on ISQ is available at [www.isq.qld.edu.au](http://www.isq.qld.edu.au).

## Information for Applicants

### Location

The position is located at Independent Schools Queensland's Head Office at 96 Warren Street, Spring Hill. Independent Schools Queensland also operates a Professional Learning Centre at 500 Queen Street, Brisbane.

### Reporting

The position reports to the Director (Strategic Relations).

The position has one direct report – Strategic Relations Advisor (Social Media & Communications).

## Duty Statement – Senior Advisor (Public Affairs)

### ISQ Role Duties

The Senior Advisor (Public Affairs) is responsible for, but not limited to:

1. Writing media releases, media statements, opinion pieces, letters to the editor and other corporate media related writing work.
2. Writing, editing and reviewing ISQ corporate communications materials including report content, forewords, event program content, as required in collaboration with the team.
3. Maintaining an annual calendar of media management for planning purposes and discussion with the Director (Strategic Relations) and Chief Executive Officer at monthly meetings.
4. Developing positive relationships with local, state and national journalists across all forms of media - print, digital and broadcast – and with media advisors to the State and Federal Education Ministers and in the Department of Education.
5. Proactively contacting media to initiate coverage on positive education stories about the independent schooling sector and member schools and responding to media requests for comment on topical news stories.
6. Being on-call for media including after-hours.
7. Managing the duties and workflow of the Strategic Relations Advisor (Social Media & Communications) and providing quality assurance and back-up when they are away.
8. Managing and using a media monitoring platform to analyse and filter relevant education-related media stories to produce a daily news update to all ISQ, QIS BGA and QIS Parents Network staff.
9. Preparing content for a weekly electronic newsletter summarising major education stories and relevant political news for member school Principals, school staff and Board members.
10. Liaising with member schools to identify positive member school stories and promoting these through media and ISQ communication channels including the website direct mail (eDMs).

11. Providing media training workshops, along with the Director (Strategic Relations), to member school Principals and Board Chairs and presenting on media issues management at member events.
12. Providing member schools with direct and tailored media issues management advice and communications support, including contributing to annual Schools Marketing and Communications Forum in collaboration with Manager (Communications).
13. Collaborating with Manager (Communications) on key events and publications that involve external media relations.
14. Representing ISQ on committees or stakeholder events from time to time as required.
15. Administrative duties including preparing monthly media and school outreach reports for ISQ's Executive and Board and preparing a full year media and school outreach report for the Board.
16. Other duties as directed from time to time.

## Conditions of Employment

The position is offered on a permanent full-time (37.5 hours/week) basis.

Independent Schools Queensland offers staff flexible working arrangements, approved according to ISQ's operational needs, including the ability to work up to two days per week from home and to apply for variable working hours.

Standard hours are 8:30am to 4:30pm and employees may negotiate contracted working hours between 7.00am to 6.00pm according to operational need. Given the nature of the role, there will be times when work outside of these hours is necessary and expected.

Salary is paid fortnightly. Independent Schools Queensland will pay the superannuation guarantee of 10% to a nominated fund.

## Application

Applications addressing the duty statement and outlining your experience and qualifications should be forwarded to Tracey Montgomery, Pure Source Recruitment by email [tracey@puresource.com.au](mailto:tracey@puresource.com.au).