



Policy & Legal Advisor

Independent Schools Queensland (ISQ)

Brisbane | Hybrid working available.

Make a meaningful impact across Queensland's independent schooling sector.

Independent Schools Queensland (ISQ) is seeking a **Policy & Legal Advisor** to join our School Governance and Operations Team on a permanent basis.

In this role, you will provide expert policy, legislative and compliance advice to support Queensland independent schools. You will analyse legislation, translate requirements into practical guidance for member schools, and maintain a suite of contemporary policies and compliance frameworks to support member schools.

About the role

Working closely with Independent Schools, external stakeholders and across the ISQ organisation, you will:

- Contribute to the development, review and continuous improvement of policy, guidelines and template documents to ensure alignment with legislative and regulatory obligations in the education sector.
- Provide compliance and operational support including advice regarding the review of ISQ agreements and contracts and the mitigation of risks.
- Develop and deliver training programs for school leaders to enhance their regulatory and legal understanding of compliance issues.
- Participate in risk and compliance audits as well as operational reviews for member schools.
- Provide expert advice and guidance to school boards on best practices in independent school governance.
- Produce comprehensive articles, discussion papers and advice on new or existing laws, court cases, and their potential impact on independent schools.

About you

You have tertiary qualifications in law, public policy or a related field with:

- Proven experience in providing policy and legal advice in areas such as:
 - Compliance and regulation
 - Governance and corporate structures
 - Child protection
 - Anti-discrimination
 - Contract law
- Ability to stay at the forefront of emerging regulatory and compliance issues impacting on schools and proactively identify risk mitigation and supports
- Experience developing and delivering training programs
- Experience in the education sector is highly regarded but not essential.

Why join ISQ?

- Purpose driven work supporting schools and future generations.
- Exposure to a dynamic regulatory landscape.
- A collaborative, professional and values led workplace.
- Flexible and hybrid working arrangements.
- Modern office located in the heart of South Bank.
- ISQ has a commitment to reconciliation, and our Reconciliation Action Plan can be viewed on our website.

Our commitment to inclusive recruitment

ISQ is committed to a consistent and fair approach to recruitment in line with Australian legislation. We strive to make our processes as inclusive as possible and welcome applications from Aboriginal and Torres Strait Islander peoples and people of all backgrounds and identities.

How to apply

If you are looking for a role where your expertise in policy development, risk and compliance and legal knowledge will make a genuine difference to our member schools, we would love to hear from you. Submit your curriculum vitae (resume) and a brief cover letter outlining your suitability for the role to lfarah@isq.qld.edu.au

Applications will be assessed as they are received. Candidates are encouraged to apply as soon as possible.

We are not inviting assistance from Recruitment Agents at this time.

