

## Position Description: Policy & Legal Advisor

### Position Details

<b>Position</b>	Policy & Legal Advisor
<b>Team</b>	School Governance and Operations
<b>Reports to</b>	Deputy Director, School Governance & Operations
<b>Direct reports</b>	None

### Position Summary

As ISQ's Policy and Legal Advisor you will provide authoritative policy, legislative and compliance advice to strengthen governance and regulatory practice across Queensland independent schools. You will play a central role in ensuring ISQ's policy templates, regulatory guidance, and compliance frameworks for member schools align with evolving legal requirements. The position undertakes legal and policy analysis, translates legislation into actionable insights, and develops contemporary policy and compliance frameworks that uplift organisational capability and support high-quality governance across the sector. You will deliver non-legal services to member schools, including general information on best-practice policy advice and risk management to ISQ on a range of matters.

### Relationships

<b>Key internal relationships</b>	School Governance and Operations Team; Education Services Team; Employee Relations Team; Executive Team
<b>Key external relationships</b>	ISQ member schools Independent Schools Australia (ISA) & State AIS organisations Non-State School Accreditation Board Secretariat Department of Education Catholic Education Queensland Limited

### Responsibilities

The position is responsible for, but not limited to:

1. **Policy Development**  
Collaborate with the School Governance and Operations team to lead and contribute to the development, review and continuous improvement of policy, guidelines and template documents to ensure alignment with legislative and regulatory obligations ensuring that member schools have access to high-quality guidance and compliance information. Undertake research, analysis and synthesis of complex information to inform policy positions and organisational submissions. Prepare high-quality briefing materials, discussion papers, and policy advice for senior leaders and external stakeholders.
2. **Legal Analysis**

Continuously monitor and research relevant laws and regulations affecting independent schools. Produce comprehensive articles that provide in-depth information on new or existing laws, court cases, and their potential impact on independent schools. Provide advice regarding the review of ISQ agreements and contracts and the mitigation of risks.

3. Capability development and training

Develop and deliver training programs for school leaders to enhance their regulatory and legal understanding of compliance issues.

4. Internal Compliance and Operational Support

Contribute to ISQ's understanding of compliance aspects relevant to non-State schools and help maintain a high level of regulatory expertise.

5. Audits

Participate in risk and compliance audits as well as operational reviews for member schools, identifying potential risks and providing recommendations for risk mitigation, including the development of comprehensive risk and compliance management frameworks and highlighting opportunities for improvement.

6. Governance Advisory

Provide expert advice and guidance to school boards on best practices in independent school governance. Conduct comprehensive board reviews, evaluating the board's effectiveness in fulfilling its governance responsibilities. Develop and deliver governance training programs tailored to the specific needs and challenges of each school.

7. Any other duties as reasonably required.

## Requirements

<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Proven experience in providing policy and legal advice in areas such as:               <ul style="list-style-type: none"> <li>○ Compliance and regulation</li> <li>○ Governance and corporate structures</li> <li>○ Child protection</li> <li>○ Anti-discrimination</li> <li>○ Contract law</li> </ul> </li> <li>• Demonstrated experience providing policy, legal or regulatory advice in complex environments.</li> <li>• Previous experience working with non-government schools is advantageous but not essential.</li> </ul>
<b>Qualifications and licenses</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in law and/or public policy or related field.</li> <li>• Open Driver's license</li> </ul>
<b>Skills and attributes</b>	<ul style="list-style-type: none"> <li>• Proven ability to interpret legislation and government policy and provide accurate and timely advice to member schools</li> <li>• Ability to manage and respond to a wide variety of member schools operational and compliance</li> </ul>

	<p>contexts.</p> <ul style="list-style-type: none"> <li>• Demonstrated initiative to proactively identify opportunities to support member schools in meeting the changing regulatory landscape for independent schools</li> <li>• Ability to establish and maintain rapport with senior leaders from member schools and external stakeholders.</li> <li>• Ability to work autonomously and within and across teams to meet the needs of member schools</li> <li>• Effective time management, organisational and communication skills</li> <li>• Willingness to embrace new challenges and engage with new and changing information</li> <li>• Embrace and promote a collegial and collaborative culture across the whole organisation</li> </ul>
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APPROVED BY:            CEO  
DATE: