

Position Description: School Services Advisor

Position Details

Position	School Services Advisor
Team	School Services
Reports to	School Services Manager
Direct reports	NIL

Position Summary

The School Services Advisor is responsible for delivering timely services, advice, information, and professional development to support the governance, leadership, and business operations of independent schools.

The ISQ membership includes school governors, principals, business managers, early childhood approved providers and other senior staff. Other stakeholders include senior government, regulatory bodies and industry personnel.

The School Services Advisor is expected to be comfortable dealing with a wide range of people at all levels. It is expected that as front-line contact for the business the person will develop a rapport with our members and key stakeholders, while presenting a professional image and reflecting the values of Independent Schools Queensland.

Relationships

Key internal relationships	School Services Advisors School Services Manager School Services Deputy Director Student Services Advisors Employee Relations Advisors Communications Team ICT Team Events Team
Key external relationships	Member schools Independent Schools Australia (ISA) & State AIS organisations ASBA State Schooling Department of Education Queensland Catholic Education Commission Other School systems

Responsibilities

The position is responsible for, but not limited to:

1. Undertaking duties in relation to the timely delivery of relevant services, advice, information, resources, and professional development to support the governance, leadership and business operations of independent schools.
2. Designing, developing and presenting professional development to independent schools on governance, compliance and operational issues.
3. Developing and maintaining a range of resources that supports school services in achieving governance and operational compliance.
4. Maintaining a comprehensive understanding of the legislation and emerging issues affecting the governance and operations of independent schools.
5. Maintaining positive relationships with external stakeholders including Commonwealth and State education departments, regulatory bodies, and other affiliated associations/organisations.
6. Representing the needs and views of independent schools to governments and other relevant bodies as directed by ISQ and preparing written responses to proposed legislative and regulatory change.
7. Supporting other ISQ staff members with an understanding of relevant legislation governing the operations of independent schools.
8. Performing administrative and other duties as directed from time to time.

Requirements

Knowledge and experience	<ul style="list-style-type: none"> • experience working with, or in, schools. Experience as a business manager, and/or company secretary or similar is desirable. • experience providing services to and an understanding of the needs of a service-orientated member organisation. • demonstrated expertise in the interpretation of legislation and regulation relevant to schools. • experience in delivering training in areas such as governance, risk and compliance • experience in developing and maintaining professional networks.
Qualifications and licenses	<ul style="list-style-type: none"> • Degree level qualification or relevant experience in business administration, education or another

	relevant field.
Skills and attributes	<ul style="list-style-type: none"> • ability to manage and respond to a wide variety of member governance, operational and compliance contexts. • ability to work effectively in a cross-sectoral environment to advocate and influence policy relating to school operations. • ability to establish and maintain rapport with staff and leaders from member schools and external stakeholders. • effective time management, organisational and communication skills. • willingness to embrace new challenges and engage with new and changing information.

APPROVED BY: CEO
DATE: