

# Job and Person Specification

## Executive Officer

### Position Overview

The Executive Officer of the Parents and Friends' Federation of Western Australia is responsible for providing effective leadership to the Federation and for actively supporting the interests of parents who choose a Catholic education for their children.

The Executive Officer will:

- Actively and diplomatically represent the interests of the Federation, and Catholic school parents and children, in a wide range of decision-making and other forums at the local, state and national levels
- Provide leadership and secure resources to advance the engagement of parents and care givers in education and education policy and to advance the engagement of Councillors in education and education policy
- Provide leadership in the promotion of Catholic education
- Undertake research, consultations and negotiations to further the knowledge, strategies and resources of the Federation
- Administer the office of the Federation and support the work and development of the Federation Council.

### Reporting and Working Relationships

The Executive Officer reports to the Council of the Parents and Friends' Federation of Western Australia and only the Council has the authority to appoint, discipline or terminate the Executive Officer.

- The Executive Officer is expected to work closely with the President of the Federation Council.
- The Executive Officer has management responsibility for all Federation staff (paid and volunteer).
- The Executive Officer is expected to work closely with the affiliates of the Federation, the Australian Parents Council and its Affiliates, other parent bodies in the non-government and government school sectors, the Catholic Education Office and Principal Associations for the benefit of parents who choose a Catholic education for their children and for all children in Catholic schools.

### Employment Conditions

1. Where mutually agreed by the Federation Council and the Executive Director, additional hours per week or per year may be temporarily or permanently approved within budget parameters.
2. Annual Leave entitlements are to be taken in school holiday periods unless otherwise negotiated with the Executive of the Federation Council due to exceptional circumstances.
3. Some after hours work is required to attend to the business of the Federation. Hours worked over the contracted hours are to be discussed with the President and taken as time in lieu once deemed to be relevant to the duties of the position.
4. Accrual of time in lieu is not to exceed 14 hours unless otherwise negotiated with the President.
5. Some intrastate and interstate travel is required to service, and network with, Affiliates of the Federation and to attend Australian Parents Council and Australian government meetings and consultations.
6. A current driver's licence is required.

7. Own motor vehicle is to be used to attend to Federation duties (a motor vehicle allowance is attached to the position)
8. A current police clearance that fulfils WA Catholic Church/School requirements is required.

### **Key Responsibilities**

1. The Executive Director ensures that the interests of Affiliates are represented by:
  - Representing the Federation in key forums (including a preparedness to accept leadership and representation responsibilities within the Australian Parent Council and Catholic Education WA) in such a manner as to establish and extend the credibility of the Federation, and advance its strategic goals and policy perspectives.
  - Liaising with the Australian Parents Council on matters of interest to parents with children in Catholic schools and early childhood learning settings.
  - Liaising with relevant stakeholders, including CECWA, CEOWA, Priest and Principal Associations, Religious Orders, government and government departments on State and national levels.
  - Providing information, analysis and advice to the Federation Council on matters of interest to parents with children in Catholic schools and early childhood learning settings.
  - Developing, maintaining and extending communication and consultation processes to access and appropriately represent the views of parents with children in Catholic education settings.
  - In collaboration with the Affiliates Liaison Officer, contact and/or visit all affiliated and non-affiliated P&F's and their schools, at least once per year.
2. The Executive Officer will provide leadership to the Federation by:
  - Facilitating the development of Council Strategic Plans and subsequent annual Work Plans for the office of the Federation.
  - Keeping the Council and the Federation informed through the development of effective communication materials and strategies relating to the achievement of planned outcomes.
  - Oversighting the development and implementation of programs/services for school parent communities by the Affiliates Liaison Officer.
  - Assisting the Affiliates Liaison Officer in organising and/or providing training to the Council and Federation Affiliates to assist them in their development and work.
  - Providing effective line management and support to staff employed in the Federation office, including implementation and regular review of performance development processes.
  - Developing good relations between affiliates and their members, with their schools, the Catholic Education Office, Religious Orders and Priests.
3. The Executive Officer will ensure efficient and effective administration of the Federation office and support the work and development of the Federation Council by:
  - Developing, implementing, monitoring and regularly reviewing administrative structures, processes and practices for the efficient and effective operation of the Federation office, including but not limited to –
    - i. assisting in the development of policy and written standard procedures
    - ii. ensuring compliance by PFFWA and Council with all statutory obligations, PFFWA policies and good governance practices
  - In collaboration with other staff and the Secretary, prepare documentation for monthly meetings of the Council and attend as an ex-officio member.
  - Developing, implementing, monitoring and regularly reviewing appropriate personnel practices including Occupational Health, Safety and Welfare, Equal Opportunity and others that are framed by legislation and/or by Council resolution.
  - Working closely with the Treasurer and Administration and Finance Officer to monitor the finances of the PFFWA including seeking out and informing Council of potential funding sources

- Collecting annual affiliation fees from Affiliates.
  - Working with the other staff to assist and support the Council, Annual Conference, Executive and President.
4. The Executive Director will undertake research, consultations and negotiations and prepare discussion and develop papers to further the knowledge, strategies and resources of the Federation by:
- Informing the Federation Council of educational policy and funding developments for the purpose of Federation policy development.
  - Bringing to the attention of Council and Affiliates recent trends and developments in the education of children and the engagement of parents internationally, nationally and locally.
  - Developing well researched policy positions for endorsement of the Federation Council on issues that pertain to the Federation's goals and objectives.
  - Providing the President, Council Executive and Federation Delegations with briefing papers prior to consultations.
  - Investigating and seeking to access new sources of funding by:
    - seeking and applying for relevant grants
    - negotiating with current and new funding bodies with a view to achieving additional funds
    - entering into strategic partnerships with the endorsement of the Federation Council.

#### **Personal Abilities and Aptitudes**

- Commitment to the ethos of Catholic education, the concept of parental choice in education, and the principle that parents and other care givers have a valid and valuable role to play in the education of their children
- Demonstrated ability to think and act strategically
- Politically astute
- Demonstrated people leadership skills (Board/Committee level, peers and direct reports)
- Ability to communicate and work with people who have diverse backgrounds and interests
- Ability to work as an advocate and effectively represent the interests of a diverse range of people
- Ability to think laterally and be entrepreneurial to meet the challenge of enhancing parent engagement in education and to fund service delivery
- Well developed spoken communication and networking skills
- Ability to analyse, synthesise and communicate complex educational policy and financial documents
- High level skill in the development of written reports, submissions and papers
- High level of skills in ICT technology including computer literacy is essential
- A relevant tertiary degree is highly desirable.