

## ACECQA Position Description

<b>Position Title</b>	<b>Manager Policy</b>	<b>Reports to</b>	General Manager Policy & Strategic Programs
<b>Group</b>	Policy & Strategic Programs	<b>Team</b>	Policy
<b>Classification</b>	ACECQA Band 7	<b>Direct reports</b>	Up to 8
<b>Hours / FTE</b>	38 hours per week ( <i>FT</i> )	<b>PD ID No</b>	PDPSP-53-2
<b>Purpose of the role</b>			
<p>The Policy Manager leads the Policy Team to deliver robust and influential policy advice for ACECQA's stakeholders on the regulation of education and care under the National Quality Framework (NQF).</p>			
<b>About the Policy and Strategic Programs Group</b>			
<p>The Policy &amp; Strategic Programs (PSP) group leads ACECQA's national policy and strategic programs to support governments, regulatory authorities and the sector. The PSP group comprises teams which work with governments and the sector to provide strategic advice and support in the effective implementation of the NQF, including operational policy advice, quality rating second-tier review, and development of new programs and services.</p>			
<b>About the Policy Team</b>			
<p>The Policy Team is responsible for providing strategic and operational policy advice and supporting the development of effective and nationally coherent solutions to issues arising under the NQF, including legislative interpretation and the provision of guidance materials to the sector.</p> <p>In delivering on this responsibility, the Policy Team works in close partnership with state and territory regulatory authorities and the Australian Government.</p>			
<b>Key Duties</b>			
<ul style="list-style-type: none"> <li>• Manage the development of evidence based policy advice and recommendations to respond to evaluation, research, consultation, policy and legislative review of the NQF.</li> <li>• Manage the provision of quality rating second-tier review functions, including necessary support to review panels, to ensure ACECQA fulfils its statutory obligations under the National Law.</li> <li>• Lead, manage and supervise staff to ensure efficient and effective work practices across the team, including mentoring, marshalling professional expertise and resolving conflicts.</li> <li>• Develop strategic and operational policies, priorities and work practices for the team to establish consistent, effective and efficient procedures for the operation of the NQF</li> <li>• Contribute to business planning and budgeting through strategic advice in the context of the implementation and operation of the NQF.</li> <li>• Analyse and report on how the NQF is being implemented across states and territories to deliver intended outcomes</li> </ul>			

- Develop reports and policy papers for consideration by the CEO and Board and for submission to external inquiries, regulatory authorities, the Education Council and other stakeholders to keep them informed of issues affecting the NQF and influence them to take appropriate actions aligned with ACECQA's goals.

### **Selection Criteria**

1. Demonstrated capabilities in policy review, with experience in determining priorities, aligning activities and guiding a team toward accomplishing short term/long term organisational objectives
2. Proven track record in achieving positive, mutually beneficial outcomes and applying sound project management skills gained in an inter-governmental or similar environment
3. Demonstrated experience in managing a team of staff, providing guidance and leadership to achieve goals within deadlines, while managing conflicting priorities, as well as fostering team capabilities
4. Demonstrated ability to understand the expectations of internal and external stakeholders, and develop mutually beneficial partnerships and networks for the long term benefit of an organisation
5. Demonstrated ability to communicate with influence, including the ability to adapt to the relevant audience and negotiate persuasively
6. Well-developed experience in a relevant policy field, preferably involving regulation and legislative review.

### **Highly desirable skills, knowledge and experience:**

7. Knowledge of current trends, issues and policy in the education and care sector.