



THE ASSOCIATION OF
INDEPENDENT SCHOOLS
OF THE ACT

Executive Director

Thank you for your interest in the position of Executive Director AISACT.

Applications are warmly welcomed from suitably qualified and experienced candidates for this exciting and dynamic role.

Applications should be addressed to the Chair of AISACT, Mrs Terrie Jones and must include:

- A current Curriculum Vitae noting employment history and experience, particularly as it relates to the role description
- Statement of claims against the Selection Criteria (*maximum total of two pages, 11 font*)
- Details of three professional referees (*phone numbers and email addresses*)

Applications without the CV, statement of claims and referees as noted above will not be considered.

Please email your application by COB **Monday 17 February** for the attention of the Chair to: recruitment@ais.act.edu.au

The AISACT office is based in Deakin, ACT. Frequent travel around Canberra is expected, and interstate travel is necessary from time to time. A competitive package will be negotiated with the successful applicant and salary packaging is available.

AISACT is committed to child safety and supports member schools to be places where children and young people are safe and supported to learn and grow. Employment is conditional on satisfactory Working with Vulnerable Persons and police checks. There will be a six-month probation period and media training will be undertaken within the first month of employment. A current driver's license is required and work-related use of the Executive Director's vehicle is a condition of employment.

A formal annual appraisal will take place between the Executive Director and the Chair, with a six-monthly review. Professional development goals are set annually.

Further information on the Association can be found at www.ais.act.edu.au. Applicants may contact the outgoing Executive Director, Andrew Wrigley, on 02 6154 5470 for a confidential discussion of the role should this be helpful.

Terrie Jones,
Chair



Executive Director

JOB TITLE: Executive Director

DATE: February 2025

REPORTS TO: Chair, AISACT

JOB SUMMARY

The Executive Director is the senior employee of the Association of Independent Schools, ACT (AISACT) and is responsible for the effective management and daily operation of the Association, based in Deakin. The role involves working to an Executive Committee elected annually by the Members, and to the Representatives of the 18 Member schools in General Meetings. The Executive Director is the Secretary of the Association and the advocate for the independent school sector in the ACT.

Liaison with ACT government ministers, ACT federal parliamentarians, education sector leaders and senior officials is a key component of the role, as is representing the Association as its media spokesperson proactively and positively.

At the Association's heart are its Member schools. The Executive Director and team support the schools through representation on boards, committees and taskforces, as well as providing regular information updates and annual ACT and Federal Budget briefings. The role also works closely with schools to provide policy advice, as well as school visits to ensure the Association Office services to the sector are responsive, relevant and informed by the diversity of the membership. In addition, the AISACT has an important role in facilitating the professional learning, networking and collegiality of school leaders and educators in the ACT, which it does through a range of annual forums and events generally led by the Executive Director.

The Executive Director, along with the Chair of the Association, sits on the Board of Independent Schools Australia (ISA). The Executive Director also meets monthly with Executive Directors from other state and territory Associations of Independent Schools, and the CEO of ISA, and provides input to national policy matters and advocacy work.

A commitment to the principles of independent education and the ability to advocate publicly for independent schools is critical. The AISACT Mission is 'The advancement of educational excellence through the promotion of a strong independent school sector in the ACT'. All members of the team and our colleagues in ACT independent schools collectively support that Mission and each other. Details on the Association can be found at www.ais.act.edu.au



REPORTING RELATIONSHIPS

The Association's Governing body comprises representatives from each of the 18 independent schools, with two new schools to commence in 2026.

The Executive Committee is elected annually by the Members. The Chair and Executive Committee in turn appoint the Executive Director for a contracted term. The ED is also the Secretary to the Association. The Executive Director is the Association's senior employee and manages the Association's staff, resources and is the Association's media spokesperson. AISACT staff report to the Executive Director.

DUTIES & ESSENTIAL JOB FUNCTIONS

The Executive Director's role has three main areas of responsibility: Fiduciary, Strategic, and Generative.

Responsibilities: Fiduciary

- Responsible for oversight of the diligent keeping of the Association's financial records and accounts
- Leading and managing the work and activities of the Association
- Responsible for controlling all records and other documents of the Association
- Preparation of meeting agenda, minutes and papers as per the requirements under the Association's Rules
- Working with the Association's Finance Risk and Audit Subcommittee in planning and oversight of the Association's finances and annual budget
- Responsible for the employment and setting of conditions of Association staff in line with the Association's budget and in consultation with the Executive Committee
- The Executive Director is responsible for the performance and management of Association staff
- Report to the Finance Risk and Audit Subcommittee on work, health and safety of the staff, IR and HR obligations for the office.
- Report as obligations require on Commonwealth Grants programs; for example *Choice and Affordability Fund*

In practice, the Executive Director manages the operations of the Association – from preparing meeting papers and providing counsel on the *Rules of the Association*; managing the office team; developing the Association's Annual Budget; and running the operations of the office.

The Executive Director is Secretary to the Association and is a non-voting member of the Executive Committee and General Membership.

Responsibilities: Strategic

- Liaison with Executive Committee and Members

- Primary media spokesperson for the Association
- Represent AISACT on committee and advisory groups as required and as evolves throughout the course of developing Association work
- Implement specific action items under the Association’s Strategic Intent
- The ED meets monthly with Executive Directors from other AISs and Independent Schools Australia (ISA), to discuss matters of national significance to independent schools. The ED, along with the Chair, also sits on the Board of ISA.

The Executive Director is the primary media spokesperson for the Association and provides media and political counsel to the Chair, Executive Committee and Member schools.

The Executive Director represents the Association on numerous committees and groups, and to the most senior levels of the ACT government, ACT public service, and to other key stakeholders including the Catholic Education Office, Association of Parents and Friends of ACT Schools (non-government parents’ association), and in the media. The Executive Director is the Association’s public ‘face’ and is expected to demonstrate the highest levels of professionalism in their communication with all stakeholders.

In addition, the Executive Director is the AISACT team member responsible for liaising with concerns or questions regarding ACT independent schools and is expected to provide information to the general public or to ACT Independent schools.

Responsibilities: Generative

- A leader of the Association including assisting the Chair in inducting new Association member school representatives
- Leadership of the Association through living demonstration of the Association’s Mission, Objects and values

AISACT’s Mission of *‘The advancement of educational excellence through the promotion of a strong independent school sector in the ACT’* frames this role and how all Members, Executive Committee Members, and staff conduct themselves. The Executive Director works within the Association’s Strategic Intent as a guide. As a leader of the Association and the senior employee there is an expectation the Executive Director will demonstrate the Association’s Mission and its values and be a champion of them and of child safety.

SELECTION CRITERIA

1. General management experience including leading a team of staff and working with a Governance structure comprising the Executive Committee and the full Membership of the Association.
2. Exceptional communication abilities including providing policy briefings to the Executive Committee Members, preparing responses to government policy papers and preparing papers for meetings.
3. The ability to grasp policy detail and statistics, evaluate political nuance and be able to communicate these effectively in writing.

4. A degree in a discipline of relevance to the role: for example, education, politics, communications or economics.
5. High-level liaison experience in government, education or political sectors, including being able to brief ministers and work cooperatively with senior government officials, schools and other education leaders.
6. Public speaking experience including a media representation role or the ability to represent the Association in the media (following training).
7. The ability to implement the Association's strategic intent and to lead generative discussions on the Association's services to the Executive Committee and Full Membership.
8. An understanding of education policies that relate to the Association and its members and an awareness and appreciation of ACT and federal political issues and key leaders within the ACT and national education, political and media spheres.

- **Personal qualities**

The Association's Mission underscores this role. The Executive Director must be able to lead by consensus; be prepared to strongly, if necessary, state the Association's position to stakeholders; and to drive the Association forward in conjunction with the Chair and Executive Committee.

A strategic, agile and analytical thinker with a commitment to supporting the breadth and diversity of independent schools in the ACT.

The Executive Director will have an interest in our schools and respect and understand the nuances of working in a sector where each of the members are proudly independent in their own right, including in relation to educational philosophy and faith foundation.

The Executive Director will be committed to the safeguarding of children and young people.