



*The Independent Education Union represents 75,000 teachers, principals and support staff in faith-based schools, community and independent colleges, pre-schools & kindergartens, early childhood education centres and post-secondary centres across Australia.*

## **Position Vacant: Research, Advocacy and Policy Officer**

The position of Research, Advocacy and Policy Officer is a full-time role working for the Federal Office of the IEU.

While work location is flexible, preference will be provided to applicants based in Canberra.

Previous work experience in the education sector is desirable.

### **Role of Research, Advocacy and Policy Officer**

Key duties of the role will include the following:

- Research, analyse and interpret professional, industrial and equity issues relevant to IEU members.
- Develop materials and reports to assist the IEU Federal Secretariat, Federal Executive and state and territory Branches of our union.
- Identify and utilise a range of research tools including online resources, publications, professional journals, political releases and federal Hansard.
- Develop submissions to government regulatory bodies and stakeholder inquiries.
- Assist with IEU lobbying activities and federal campaigns.
- Analyse, review and maintain IEU policies and briefing papers.

### **Candidate Attributes**

A successful candidate will be expected to demonstrate the following:

- Commitment to social justice and the trade union movement.
- Highly developed attention to detail and excellent written and verbal communication skills.
- Relevant tertiary qualifications.
- Good inter-personal skills and the ability to work in a small, self-motivated work team.
- Ability to process complex matters within strict deadlines while managing competing work priorities.
- An understanding of the professional and industrial issues confronting employees in the non-government education sector.

### **Salary and Conditions**

Salary for the position shall be determined within a scale of \$110,000 to \$140,000 per annum.

Further details on the applicable salary, working conditions and a full copy of the role description is available here: [Further Details Research Advocacy & Policy Officer](#)

## **Candidate Applications**

Applications must be submitted in writing, setting out your qualifications, work experience and response to the candidate attributes by Thursday, 4 May 2023.

Applications should comprise:

- A cover letter of introduction, no more than one page.
- A current resume outlining your qualifications, range of experience and skills as well as contact details for two professional referees.
- A statement that addresses each of the candidate attributes with a maximum of 200 words per attribute.

Please address your application to:

The Secretary

IEU Federal Office

Via email: [bhayes@ieu.au](mailto:bhayes@ieu.au)

**Applications must be received by Thursday, 4 May 2023**  
**For more information, please contact the IEU on 0419 737 020**