![AITSL – Australian Institute for Teaching and School Leadership Limited]

At AITSL, we believe every Australian child deserves a quality education. This relies on quality teaching and effective school leadership. We drive effective and inspiring teaching and school leadership, to improve student learning in the classroom.

Position Description

Position title:	Project Manager – Enterprise Technology
Position number:	2017-03
Work location:	Melbourne
AITSL classification range:	Professional Band 2
Remuneration range:	$113,369.09 - $125,372.88 inclusive of superannuation
Employment status:	Full time, maximum term until 30 June 2019
Reports to:	Portfolio Delivery Manager

About AITSL

At AITSL, we believe that nothing is more important than student learning. And we know that the two biggest influences on student learning are quality teaching and school leadership. Which is why we work with the education community to support teachers and school leaders across Australia so they can deliver educational outcomes in their schools and classrooms.

For further information about AITSL as an organisation, see last page.

Position Overview

The Project Manager will play a key role in planning, reviewing and delivering a variety of projects in line with AITSL's strategy, ensuring that they are fully aligned with organisational needs and delivered in line with AITSL's defined project management methodology incorporating elements of various project delivery methods and project management techniques.

Who are we looking for?

The Project Manager is responsible for the planning, execution, organisation and completion of a variety of projects incorporating elements of various project delivery methods. All projects are to be delivered to agreed deadlines and within approved budget. Budgets and project complexity can vary

but will likely range from the small ($25K) to our larger projects which may have a budget around $500K.

Activities for the successful candidate will include the acquisition and coordination of resources (people, budget) and the coordination of project team members, vendors and 3rd-party contractors/consultants in order to drive and deliver projects according to plan. The Project Manager will also define the project objectives and oversee risk, issues and overall quality control throughout the life cycle.

You will possess outstanding analytical skills with attention to detail, ability to exercise judgement encompassing a broad range of legal issues and ability to thrive in a dynamic environment.

Roles and Responsibilities

Responsibilities may include:

Advice and Project Management

- Consult with a variety of stakeholders to determine their needs and translate these into clearly defined project tasks

- Conduct workshops to define project objectives, delivery approach, feature definition and timelines

- Ensure that all projects are delivered to time, budget, scope and in accordance with the agreed methodology and delivery method

- Provide timely advice on project matters related to AITSL's key deliverables

- Maintain and support multiple projects and deadlines across the organisation.

Business Systems, Policy and Procedure Development

- Ensure that all appropriate project documentation is drafted, approved and maintained

- Document and develop procedures to support the project delivery functions of the organisation across its sites (Melbourne and Canberra)

- Support and maintain AITSL's in-house project management methodology.

Compliance and Reporting

- Ensure the organisation's project compliance, legislative and reporting obligations are met

- Provide timely and accurate budget tracking and project reports to support decision making in relation to end stage/next stage project delivery

- Ensure that project risks are evaluated and regularly reviewed with appropriate contingencies explored and documented for action

- Ensure that a project issues log is maintained and reviewed with outcomes presented to the project board and/or stakeholders on a regular and agreed basis.

Representation

- Foster and develop relationships with key stakeholder groups.

- Undertake other duties as directed within the employee's skills and competencies.

Project Manager Attributes

You will ideally have the following attributes:

- A self-motivated, results-orientated individual with resilience and a positive approach to achieving quality outcomes

- Demonstrated high level of attention to detail

- Ability to work flexibly in a fast-paced and complex environment with competing priorities

- Perform such duties diligently, honestly and to the best of their ability

- Work collaboratively and effectively with staff in the provision of high quality work

- Highly proficient of organising and time management skills.

Key Selection Criteria

We will give regard to the following key skills, experience and qualifications:

- Demonstrated experience with a variety of project management methodologies and delivery models including Agile and waterfall methods and ability to work on multiple projects and manage multiple timelines

- At least 5 years experience as a Project Manager with documented and referenceable examples of delivering a minimum of 2 concurrent projects of varying size, complexity and budget (e.g. large and small scale projects)

- Experience in performing research and analysis autonomously and in providing advice which influences project or program development

- Demonstrated experience preparing project reports at an advanced professional level for internal and external stakeholder groups

- Effective verbal and written communication with the ability to develop, influence and manage relationships with internal and external stakeholders

- An understanding of organisational change management principles and their effective utilisation in the delivery of IT and business based projects

- Agile certifications or project management qualifications (e.g. Certified Scrum Master, Prince2 practitioner) would be highly regarded.

Remuneration

Remuneration will be at Technical Scale of ($113,369.09 - $125,372.88 – inclusive of superannuation) and appointed at demonstrated skill level. The successful candidate will be required to enter into a contract until **30 June 2019.**

Staff appointed to Technical Scales are not entitled to automatic increments. Individual increment changes will be reviewed annually and subject to demonstrated sustainable growth in the role.

AITSL's funding arrangement expires on 30 June 2019, and employment with AITSL will end on that date, unless an extension is negotiated on the agreement of the Board and the appointee.

AITSL makes no representation that this employment agreement will be continued for any particular period of time, or at all, after 30 June 2019.

Who are we?

AITSL is a public company based in Melbourne. We are funded by the Australian Government. The Commonwealth Minister for Education and Training is the sole member of the company.

As a national body, we were established to promote excellence in the profession of teaching and school leadership. We work with the education community to improve student learning by:

- defining and maintaining standards for initial teacher education, teachers and principals

- leading and influencing improvement and reform in initial teacher education, teaching and school leadership

- supporting, recognising and extending high quality, high impact professional practice.

We operate under our own constitution, and are governed by an independent Board of Directors who bring diverse professional experiences and expertise in educational practice, research and provision to the work of the Institute. Visit: www.aitsl.edu.au for more information about AITSL.

AITSL's Behaviours

We are committed to the key principles of equity and excellence in the education of all young Australians, in order to cultivate successful learners, confident and creative individuals and active and informed citizens.

We have a series of guiding behaviours that underpin and guide our work as individuals and as an organisation.

We will:

- Be up for the Challenge

- Embrace change and work to maximise impact

- Work together and own the whole job

- Be respectful, listen to each other and learn from each other.