

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:	Manager, Communications and External Relations
Work location:	Melbourne
AITSL remuneration range:	\$134,709.16 – \$174,721.78 inclusive of superannuation
Employment status:	Full time, maximum term
Reports to:	Chief Advisor

Position Overview

The Manager, Communications and External Relations leads a dynamic team who develop and deliver effective communications that engage and support teachers, school leaders, initial teacher education providers and their students, regulatory authorities and other key stakeholders. The team is also responsible for the development of stakeholder engagement strategies and plans for key AITSL programs, and building brand awareness.

Key to the success of this role is the Manager's ability to develop and manage a range of communications, while having a line of sight to multiple projects and managing the team and workflow.

A senior practitioner with demonstrated experience leading communications that speak directly to the audience, will be a strong candidate for this role.

Key Responsibilities

In this role you will:

- Develop and oversee the implementation of communications campaigns and strategies that engage and support teachers, school leaders and the broader profession
- Manage and lead the end to end development of marketing communications campaigns that meet organisational priorities, from strategic planning through to implementation and post campaign review.
- Provide strategic advice on stakeholder engagement and reputation management.

- Provide collaborative leadership to nurture, challenge and develop a dynamic, high-performing team.
- Lead the development of the Communications and External Relations team members.
- Actively manage a communications pipeline, providing specialist advice, anticipating needs and proactively responding to these.
- Provide high level support and advice across the organisation on all aspects of communications activities.
- Work with internal project teams to identify communication needs, manage expectations, develop plans and deliver agreed outcomes within budget, scope and timeline.
- Manage and enhance stakeholder relationships (both internal and external) demonstrating a service focused mindset.
- Develop an understanding of the education environment in which we operate, and the key stakeholders in the environment.
- Model AITSL's behaviours and provide a leadership presence throughout the organisation.
- Any other duties as directed by the Chief Advisor, consistent with the employee's skills and competencies.

Key Selection Criteria

- Excellent written skills with the ability to multi-task and adapt to changing priorities within a complex environment
- Generalist communications background with experience leading marketing communications campaigns and engaging with a diverse group of stakeholders
- Demonstrated experience developing and implementing stakeholder engagement plans
- Experience in leading a team with the ability to work collaboratively, prioritise work requirements, delegate tasks and consult appropriately to ensure timely outcomes
- Exceptional interpersonal skills with the ability to work with a broad range of people from a variety of backgrounds and experiences
- Demonstrated analytical skills, including the ability to take complex technical information and translate into language appropriate for the audience
- Experience in a government, government agency or not-for-profit communications setting is desirable.
- A tertiary qualification in communications or a related discipline, and/or equivalent demonstrated experience in a related field.

Attributes

You ideally would have the following attributes:

- Deep expertise in crafting communications for a variety of audiences
- Capacity to work in a fast-paced, results driven environment

- A razor-sharp eye for detail
- An engaging and collaborative leader
- Calm under pressure
- Pragmatic
- An exceptional results orientation, resilient and a positive approach to facing challenges
- Skilful communicator, verbally and written
- Self-motivated, savvy and up for a challenge
- A commitment to providing service both internal and external to the organisation
- A demonstrated capacity to build and maintain strategic relationships across all levels of the organisation
- An ability to identify, assess and manage several high-profile campaigns/projects simultaneously

Remuneration

Remuneration will be at Management level - \$134,709.16 – \$174,721.78 inclusive of superannuation.

AITSL's funding arrangement expires on 30 June 2022, 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 2022.

How to apply

Click the APPLY button and you will be redirected to the appropriate website to lodge your application. Applications should be addressed to Dianne Jickell, Chief Advisor and include your resume and a cover letter addressing the Key Selection Criteria.

Should you have any enquiries about the role, please contact us via employment@aitsl.edu.au

AITSL is an equal opportunity employer and is committed to building a culturally diverse organisation. We strongly welcome and encourage interest from Aboriginal and Torres Strait Islander people and people from culturally diverse backgrounds. We also strongly welcome and encourage interest from people with disabilities.

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