

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:	Digital Advisor
Department:	Brand, Communications and Digital
Work location:	Melbourne
Employment status:	Maximum term, Full time to 30 June 2027
Reports to:	Principal, Digital

## About this role

This role sits within AITSL's Digital team and contributes to the ongoing delivery of activities within its Digital Roadmap and supporting Business as Usual activities. The Digital Officer plays a key role in supporting the management, maintenance, and continuous improvement of AITSL's digital platforms, including the corporate website and related digital tools.

Under direction, you will coordinate and action platform updates, support vendor-delivered enhancements, and contribute to user experience and interface improvements. In addition, you will be responsible for actioning and/or coordinating content updates for AITSL's digital platforms and CMS, responding to user queries and processing basic website updates.

This role is suited to someone with hands-on digital capability, experience in improving digital platforms, and a practical understanding of digital content and application operations. You will work closely with the broader Brand, Communications and Digital team, and across the organisation.

## What you'll be doing

The role will include a broad and diverse range of activities. You will:

- Under supervision, be responsible for coordinating and delivering updates to AITSL's digital platforms, ensuring changes are user-informed, strategically aligned, and maintain platform stability and functionality.
- Support the implementation of platform improvements and fixes, working internally and with third-party vendors to facilitate the delivery of technical updates and enhancements.
- Assist with planning and prioritization of changes by contributing to improvement tracking and backlog management.
- Action and/or coordinate content updates and user administration tasks through AITSL's CMS.
- Provide platform performance reporting through the use of analytics tools
- Respond to external user queries related to website and platform access and escalating where appropriate.

## What we're looking for

- Experience working with digital platforms and websites with a focus on delivering updates, resolving issues, and supporting improvement through the implementation of feature enhancements, updates and bug fixes.
- Applied knowledge of updating digital platforms and strong experience working within CMS platforms.
- Understanding of digital best practice with the ability to contribute to their maintenance and application.
- Experience working with digital analytics tools to produce reporting to support data-informed decisions.
- Ability to coordinate work across teams and with external vendors to deliver enhancements and resolve platform issues.
- Strong organizational and communication skills, with a practical, solutions-focused approach.
- A high level of attention to detail and a commitment to maintaining quality and consistency in digital delivery.
- A relevant qualification or equivalent experience in Digital, IT, or a related discipline.

## About AITSL

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 in 3 main areas of focus:

- **Initial teacher education:** We provide support, resources and tools to help ensure that every pre-service teacher is classroom ready upon graduation.
- **Quality teaching:** We help teachers be the best they can be, and provide tools and resources to maximise their impact on student learning.
- **Leadership:** We help school leaders become highly-effective by giving them the tools, resources, policies and practices needed to succeed in their important role.

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](http://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, 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** - Show resilience and work with ambiguity, show passion in our work, own the whole, demonstrate optimism, show initiative, blue-sky thinking.
- **Embrace change** - Demonstrate flexibility, be adaptable, look to improve, prioritise effectively, be proactive, show empathy and patience
- **Work together** - Collaborate, support each other to thrive, acknowledge our work, celebrate success, have fun, address, and resolve issues, provide and be open to feedback.
- **Be respectful** - Care for others, actively encourage others to speak, respect diversity, be an active participant, be inclusive, use others' time effectively.



**Up for the challenge**



**Embrace change**



**Working together**



**Being respectful**

***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 peoples and people from culturally diverse backgrounds. We also strongly welcome and encourage people with disabilities to apply for roles with AITSL.***