![AITSL logo - 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 Title	Policy and Project Officer - ATWD Publications and Digital
Business Unit	Evidence and Impact
Leader Title	Principal, ATWD
Employment status	Full-time, to June 2023 with possibility of extension for 6-12 months
Date	5 January 2022

About this role

The Policy and Project Officer - Publications and Digital will play an integral role in the delivery of the Australian Teacher Workforce Data (ATWD) initiative – a national education initiative that focuses on providing a comprehensive picture of the national teacher workforce.

As a member of a small and collaborative team, the position will support and contribute to the delivery of ATWD Products and Data Access Strategy, including policy publications and a suite of digital data products, in order to provide easily accessible and visually compelling data to a diverse range of stakeholders.

This position is being offered as a full-time contract until 24 December 2022 with the possibility of extension for a further year.

AITSL operates in a blended working environment with work completed both in the office and from home. Our offices are physically located in Melbourne, but this position can be undertaken remotely – so applications outside of Victoria are welcome.

What you'll be doing

Skilled in distilling and communicating the outcomes of research , you will support the ATWD Publications and Digital team by being a key contributor to the delivery of a suite of digital data access products for ATWD users and to the delivery of policy implication publications delivered in a digital format (the ATWD digital data access solution). This will include translating and synthesising data to deliver annual reporting and ad hoc policy papers, as well as contributing to digitally based infographics, data visualisation outputs and digital data access products. The work will vary from day to day, and you will:

- Develop fluent, researched, evidence- based and clear written materials based on interpretation and analysis of the ATWD data to address key policy issues. This includes written reports, policy papers, meeting papers and web content, and the preparation and delivery of engaging presentations for a variety of contexts, including conferences and seminars

- Deliver reporting for publication on available platforms that is informative, clear, engaging and accessible and that conforms to ATWD style guide and brand and the broader AITSL brand

- Support the delivery of the digital data access solution for the ATWD, working in collaboration with AITSL's Brand, Comms and Digital team and the ATWD data analysis team to digitise and streamline the development of data accessibility and reporting including working on creating compelling visualisations and user-friendly interfaces. Develop data visualisations that highlight report findings and support policy discussion, in collaboration with the wider ATWD project team

- Work directly and closely with stakeholders including contractors, steering groups, external education bodies and the Australian Institute for Health and Welfare to plan and deliver the digital access solution, based on user need and priorities. This will include demonstrating a sound understanding of the collaborative and responsive environment in which the organisation operates and collection and collation of formative feedback

- Support project delivery, including procurement, budget and contract management practices, ongoing project monitoring, reporting and review, and maintenance of project documentation in collaboration with the Senior Policy & Projects Officer, Publications & Digital

- Maintain an up-to-date awareness and understanding about current educational research, AITSL policy initiatives and key thinkers and opinion leaders – working with the data analysis team to guide the direction of data analysis and interpretation of data from the ATWD

- Ability to design data reporting working in tools requiring knowledge of HTML, CSS and JavaScript in collaboration with the wider ATWD project team and the Brand, Comms and Digital team at AITSL

- Undertake other duties as directed by your line manager and consistent with the employee's skills and competence

What we're looking for

You will fill a unique role in the delivery of the ATWD digital access solution – bridging the work of the publications and outputs team and the data scientist team with your ability to understand and translate data and design digitally based and user-responsive delivery of the data and the data outcomes. The role would be ideally suited to a confident self-starter with exceptional writing skills, who has a sound understanding of research, data analysis, data translation and data visualisation in a digital environment. The role will require someone who enjoys the challenge of tight deadlines and turn-around times and is passionate about quality and timely outputs.

You will be excited by the prospect of collaborating with a small team to develop accessible and visually compelling digital products for communicating evidence-based information and advice.

Essential skills:

- Demonstrated effective communication skills and the ability to develop fit-for-purpose written materials for a range of audience types

- Experience in the development of reports, research briefs, policy papers and copy from evidence and data
- Experience with providing written reporting of data driven policy and research outcomes in a contemporary digital and engaging format (using HTML, CSS, JavaScript)
- Eye for design and the presentation of data in visually engaging and useful formats
- Ability to think critically about data and its policy implications
- Proven capacity to successfully contribute to projects to an efficient and timely delivery, managing competing priorities and within a complex environment
- Demonstrated application of problem-solving capabilities and analysis in the identification and development of appropriate options and methods for policy and projects
- Demonstrated ability to effectively maintain productive working relationships with a range of internal and external stakeholders
- Superior attention to detail – observing fine details and identifying gaps in information
- A relevant degree and/or experience

Highly desirable skills:

- Experience in the technical process of formatting and updating data visualisations to improve design and optimise user experience.

About AITSL

AITSL is a Commonwealth company and not-for-profit based in Melbourne. We are funded by the Australian Government. The Australian Government is the sole member of the company, represented by the Minister for Education

As a national body, AITSL was 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 are governed by a constitution and an independent Board of Directors who bring diverse professional experiences and expertise in educational practice, and research to the work of the company. Visit: www.aitsl.edu.au for more information about AITSL.

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

How to apply

Applications must be submitted via seek and include a resume and cover addressing the key requirements of the position.

Applications close COB Monday 14th February 2022

The shortlisting process will commence immediately so send in your application as soon as possible.

Please direct any queries to employment@aitsl.edu.au