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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.

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<b>Position Title</b>	Assessment Officer
<b>Business Unit</b>	Assessment for Migration
<b>Leader Title</b>	Director, Assessment for Migration
<b>Employment status</b>	Full time, maximum term tol 30 June 2022
<b>Date</b>	July 2021

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### About this role

AITSL is responsible for assessing applications from teachers interested in migrating to Australia under the Department of Home Affairs' Skilled Migration Program. AITSL is now recruiting an Assessment Officer to work within its Assessment for Migration unit.

The Assessment Officer will be responsible for the assessment of applications for skilled migration for the nominated teacher occupations, communication with relevant internal and external stakeholders including applicants and agents. The incumbent will also be responsible for input into the review and development of policy and research activities to support high quality, consistent and timely assessment of applications.

AITSL operates in a blended work environment where work can be completed from home or the office, in alignment with business needs.

### What you'll be doing

The incumbent will apply his/her knowledge and skills, across the following types of work areas, noting that the key work of all team members is the assessment of skilled migration applications.

#### Assessment (95%)

- Conduct assessment of applications against established criteria, procedures and guidelines
  - Liaise with assessment applicants and agents, including prospective applicants, communicating routine information to support the submission of applications and completion of assessments.
  - Undertake investigations of applications and established precedents and make recommendations to inform internal policy and guideline development.
  - Respond to enquiries from assessment applicants and agents, including prospective applicants.
  - Ensure all assessment outcomes and communications with applicants are documented appropriately.
  - Maintain skills and knowledge of assessment resources, including Country Education Profiles and the Department of Home Affairs' Skilled Migration Program requirements
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## **Research, Policy, Analysis and Project Management (5%)**

- Contribute to the development and review of assessment guidelines, policy and procedures.
- Conduct research, collect and analyse data as required to support assessment decisions.
- Undertake other duties consistent within the employee's skills and competencies, as directed by the Director, Assessment for Migration

## **What we're looking for**

The ideal incumbent will possess outstanding analytical skills with the ability to exercise judgement and consistently apply processes and standards. We are looking for someone with experience in a regulatory or compliance environment, where adherence to business processes and consistent decision making is paramount. You will be a positive and collaborative team member who can work independently in a fluid team environment.

- An ability to deliver time-critical work under broad direction, in a fast-paced environment.
- Mature minded, flexible and agile with a "can do" attitude.
- A sound understanding of business operational processes in a regulatory and compliance environment and a general knowledge of and interest in the education sector.
- Evidence of strong analytical and problem solving skill with the ability to think innovatively, be proactive and exercise judgement and decision-making within policy and procedural guidelines.
- Evidence of high level of organisational skills and demonstrated time management skills with a proven ability to prioritise tasks to meet competing deadlines with a high degree of accuracy and attention to detail.
- An undergraduate qualification and experience within regulatory, compliance or process management environments.
- Intermediate proficiency in a wide range of software applications including Microsoft Teams and Microsoft Office 365 (Word, Excel, PowerPoint, Outlook) and an ability to learn new technologies and applications.
- Excellent oral and written communication skills.

## **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](http://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 Straight 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 letter.

**Applications close 9am Monday 9 August 2021.**

Please direct any queries to [employment@aitsl.edu.au](mailto:employment@aitsl.edu.au)