
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	Project & Policy Officer
Organisation Unit	Teaching and School Leadership Group
Employment status	Fixed term, 12 months contract
Date	August, 2025

About this role

As a Project & Policy Officer at AITSL, you will bring your policy and project experience to support AITSL's work on national education initiatives and in driving and supporting high-quality education practices.

As a Project & Policy Officer, you will be involved in all phases of policy and project development, from scoping and planning to delivery and evaluation. You will work with internal and external stakeholders, conduct relevant consultation and research to inform our work, and collaborate with colleagues to drive solutions that deliver outcomes and improvements to the sector.

The position can be performed remotely, however, you will be required to attend the AITSL offices in Melbourne from time to time. AITSL's Travel Policy and blended working guidelines provides guidance on work-related travel.

What you'll be doing

You will be working in a highly responsive environment across project initiatives to promote excellence in initial teacher education, teaching and school leadership. The work will vary from day to day, and you will:

- support project delivery, including procurement, budget and contract management practices, ongoing project monitoring, reporting and review, and maintenance of project documentation
 - work across multiple concurrent projects with agility, adapting quickly to changing priorities and ensuring deadlines are met
 - apply strong organisational skills to manage competing tasks in a dynamic environment
 - manage relationships and liaise with key stakeholders, such as contractors, advisory committees, peak bodies, government agencies and other members of the profession, demonstrating a sound understanding of the collaborative and responsive environment in which the organisation operates and representing AITSL at a range of events to promote its objectives and work
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- maintain an up-to-date awareness and understanding of the authorising environment, as well as current educational research and innovation
- conduct research and collect and analyse data as required to inform evidence-based decision making
- apply a range of communication strategies to formulate key messages and insights about our work and facilitate dissemination of the work of the project team
- develop written reports, presentations, resources, online content and messages for a variety of audiences
- develop and prepare briefings and meeting papers that provide succinct and strategic advice to key decision makers, including the AITSL Senior Executive and Board, making connections and proposing options and solutions
- contribute to team cohesion by facilitating productive work relationships, working with agility across diverse projects and ensuring the quality of outputs for the work area
- undertake other duties as directed by your line manager and consistent with the employee's skills and competence.

Key Selection Criteria

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

1. Demonstrated effective communication skills, including the ability to develop fit-for-purpose written materials for a range of audiences and to clearly convey complex ideas in a concise and practical way.
2. Proven capacity to manage multiple projects in fast-paced and complex environments, demonstrating resilience under pressure, adapting quickly to changing priorities, and maintaining high standards of organisation and attention to detail.
3. Demonstrated application of problem-solving capabilities and analytical skills in the identification and development of options, solutions and approaches to support evidence-based policy and projects.
4. Demonstrated ability to effectively maintain productive working relationships with a range of internal and external stakeholders.
5. Broad knowledge of policy settings within schooling and/or higher education.
6. Relevant tertiary qualifications and/or relevant experience in education, public policy, public management, regulation or project management.

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