

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:	Senior Project Officer, Online Formative Assessment
Work location:	Melbourne
AITSL remuneration range:	\$113,369.09 - \$125,372.88 inclusive of superannuation
Employment status:	Full Time, 12 month fixed term
Reports to:	Principal

### Position Overview

The Senior Project Officer, Online Formative Assessment is a new senior position and provides opportunities to develop, guide and manage national projects that support excellence in teaching and school leadership. It involves provision of expertise to drive change and innovation in the professional learning, growth and development of teachers and school leaders.

This position provides coordination, management, policy advice and delivery of AITSL projects within the Teaching and School Leadership team, with a particular focus on the new Online Formative Assessment initiative. The focus of the team's work is on promoting and supporting quality teaching and excellence in school leadership to maximise impact on learning outcomes in Australian schools.

### Who are we looking for?

We are looking for someone with policy nous who will excel in working in a fast-paced, multi-faceted environment where no day is the same. You need to be comfortable with multiple tasks, focused on quality results and sensitive to stakeholder dynamics. You will be a confident and positive leader of projects, with strength in stakeholder management.

Working in a small team that operates in a collaborative environment, the role requires a focussed person possessing strong coordination, organisational, communication and stakeholder engagement skills.

## Key Accountabilities

### *Policy and Analysis*

- Provide high level policy advice and guidance to Managers and the Executive, making policy connections and proposing options and solutions in a complex national environment, with particular emphasis on issues involving professional learning design and development of teachers and school leaders.
- Maintain an up-to-date awareness and understanding about current educational research and key thinkers, particularly around professional learning and development theories, practices and methods.
- Carry out research and analysis to assist with identification of teacher and school leader learning and support needs.
- Develop relevant and clear advice or written content based on interpretation, analysis and input from research and experts.

### *Communication and Stakeholder Management*

- Liaise with project stakeholders, such as contractors, steering groups and external education bodies, demonstrating a sound understanding of the collaborative and responsive environment in which the organisation operates.
- Manage relationships with individual stakeholders and stakeholder groups, and represent AITSL at a range of external forums to promote its objectives and work.
- Collect and collate stakeholder feedback to integrate and synthesise for the development of written content.
- Use a range of communication and stakeholder engagement strategies to develop understandings and insights, and facilitate diffusion and dissemination of the work of the project team.
- Develop fluent written materials including complex written reports, meeting papers and web content, and prepare and deliver engaging presentations for conferences and seminars.

### *Project Management*

- Apply innovative thinking and analysis in the identification and development of appropriate project options and methods.
- Design and scope project briefs and plans in consultation with the manager and other team members.
- Lead, and coordinate project delivery, resources and budgets for the project team and liaise with AITSL's Project Management Office for ongoing project monitoring and review, project closure and maintenance of project documentation.
- Contribute to strategic business planning, including managing procurement, and implementing sound contract management practices.
- Any other duties as directed by the manager, consistent with the employee's skills and competencies.

## Attributes

- An exceptional results orientation, resilience and a positive approach to facing challenges
- Policy nous
- Skilful communicator, verbally and through the written word

- Self-motivated
- A commitment to quality processes and outcomes
- A demonstrated capacity to build and maintain strategic relationships
- An ability to identify, assess and manage several high-profile issues simultaneously

## Key Selection Criteria

- Demonstrated high level analytical skills with the capacity to interpret and develop concise policy advice.
- Broad knowledge and experience with the design, development and delivery of professional learning/development in education settings.
- Proven capacity to successfully lead projects to an efficient and timely delivery, managing competing priorities and within a complex environment.
- Proven application of innovative thinking and analysis in the identification and development of appropriate options and methods for policy and projects.
- Ability to exercise accountability for work organisation and ensure excellence in all aspects of work outputs.
- Demonstrated ability to develop strategies to maintain productive working relationships with a complex range of internal and external stakeholders.
- Tertiary qualifications are required, with a focus on education, public policy, public management, or evaluation preferred.

## Remuneration

Remuneration will be at Professional Band 2 (\$113,369.09 - \$125,372.88 inclusive of superannuation). This is a full time, fixed term vacancy. The successful candidate will be required to enter into a 12 month contract from April 2019.

## 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](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, 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

## 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 Nuella Flynn, Senior Advisor, Online Formative Assessment 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](mailto: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 Islanders and people from culturally diverse backgrounds. We also strongly welcome and encourage people with disabilities to apply for roles with AITSL.***