

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 – Assessment for Migration
Business Unit	Assessment for Migration
Leader Title	Director – Policy Projects
Employment status	Fixed term until 30 June 2023.
Date	20 July 2022

About this role

AITSL, through its Assessment for Migration unit, is responsible for assessing applications from overseas trained teachers who wish to migrate to Australia under the Department of Home Affairs' Skilled Migration Program.

AITSL is progressing several exciting projects focused on the attraction and retention of quality overseas trained teachers and aims to support migrant teachers to be successful in Australian classrooms. Assessment for Migration is now recruiting a Policy and Project Officer to work as part of its team who are delivering this work.

As a member of a small collaborative team, you will be involved in a broad range of policy and project elements. You will work with internal and external stakeholders, conduct relevant research to inform our work, and collaborate with colleagues to drive solutions that excite and engage the education profession.

This role requires a vibrant person who communicates well and has a 'can do' attitude and is willing to help out with whatever is needed.

What you'll be doing

On a day-to-day basis you will be undertaking a variety of tasks in a dynamic environment including:

- Undertaking desktop research and providing synthesis of information gathered.
 - Drafting written materials for a range of audiences and purposes including; briefs, reports and stakeholder correspondence.
 - Working collaboratively with colleagues to develop resources to support teachers and school leaders.
 - Arranging meetings, stakeholder consultations and national forums. Preparation of meeting materials, manage Zoom and other virtual meeting platforms, and maintain meeting and attendance records including taking and drafting minutes.
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- Project management activities, including the preparation of internal reporting, and AITSL's project management system.
- Provide administrative support and assistance to the Director, Policy Projects, and undertake any other duties as directed, consistent with your skills and competencies.

What we're looking for

The position requires a resourceful self-starter who has the confidence and can demonstrate initiative, particularly in the context of a remote working environment.

The successful candidate will be passionate about education and demonstrates the following:

- Undertake desktop research, collate and summarise research, and interpret its implications for a range of audiences, including writing and editing evidence summaries.
- Draft written materials such as reports, correspondence, web content, case studies and presentations for a range of internal and external audiences, and incorporate feedback provided by colleagues, Directors and Executives.
- Coordinate and set up stakeholder consultation meetings and events. This involves drafting communication to stakeholders, event planning and coordination, presentation development, note/minute taking and representing AITSL as you participate in consultation activities.
- Exceptional planning and organising skills, and the ability to remain calm while balancing multiple projects and priorities.
- Well-developed verbal and written communication skills – use of clear, concise and grammatically correct language in written documents.
- Strong interpersonal skills and the ability to quickly establish and maintain effective networks and working relationships.
- MS Office – Outlook, Word, PowerPoint and Excel.

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.

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 for more information about AITSL.