

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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## Position Description

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Position title:	Policy Officer – Initial Teacher Education
Work location:	Melbourne
AITSL classification range:	Professional Band 1 between \$90,695.28 - \$101,365.30 inclusive of superannuation
Employment status:	Full time, maximum term until 30 June 2019
Reports to:	Manager, Initial Teacher Education (TEMAG)

*\*For information on AITSL as an organisation, see last page.*

## Position Overview

As a Policy Officer within AITSL's initial teacher education team you will bring your policy and project experience to support a national reform agenda in the initial teacher education (ITE) sector. This is an exciting opportunity to play a key role on both established and new initiatives to strengthen and improve the education of our graduate teachers. This is an exciting role with the capacity to influence a major national reform area.

As a member of the team, 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 research to inform our work, and collaborate with colleagues to drive solutions that deliver outcomes and improvements to the sector. The focus of the team's work is on working with key initial teacher education stakeholders to embed the national approach.

## Who are we looking for?

You will be an active self-starter with a drive to achieve high quality results. You will bring a sound understanding of policy and will excel in working in a fast-paced, multi-faceted environment where no day is the same. Working in a small collaborative team with responsibility across a number of projects, the role requires a vibrant person possessing solid organisational skills and flexibility.

You need to be comfortable with multiple tasks, focused on quality results and sensitive to stakeholder dynamics. You will bring knowledge of and/or experience in policy development and implementation and have the capacity to analyse and synthesise information from disparate sources.

You are a pragmatic problem-solver, willing to iterate ideas and solutions, balancing detail and quality, with efficiency and vision.

## Key Responsibilities

In this role you will:

### *Project Management*

- Contribute to project briefs and plans in consultation with Project leads and the Managers of Initial Teacher Education and other team members.
- Participate in project team organisation, management of project delivery, resources and budgets, ongoing project monitoring and review, project closure and maintenance of project documentation.
- Contribute to strategic team and project planning, including managing procurement, and implementing sound contract management practices.
- Liaise with key stakeholders, such as contractors, advisory committees, steering groups, regulatory authorities and initial teacher education providers, demonstrating a sound understanding of the collaborative and responsive environment in which the organisation operates.

### *Policy and Analysis*

- Develop and prepare briefings and meeting papers in consultation with Senior Project Officers or the Managers that provide advice and guidance to the AITSL Executive and Board, making policy connections and proposing options and solutions, with particular emphasis on issues involving initial teacher education, in a complex national environment.
- Maintain an up-to-date awareness and understanding of the authorising environment, as well as current educational research and key thinkers, particularly around initial teacher education issues.
- Conduct research, and collect and analyse data as required to inform evidence based decision making

### *Communication and Stakeholder Management*

- Contribute to external relationships and steering committees with stakeholders, ensuring timelines are met for delivery of a project, service or advice
- Utilise a range of communication and stakeholder engagement strategies to formulate key messages and insights about our work, and facilitate dissemination of the work of the initial teacher education team.
- Develop complex written reports, meeting papers, presentations and web content that is succinct and strategic.
- Contribute to team cohesion by facilitating productive work relationships and ensuring quality of outputs for the work area
- Undertake other duties as directed by the Manager and consistent with the employee's skills and competence.

## Policy Officer Attributes

You ideally would have the following attributes:

- A self-motivated results orientation, resilience and a positive approach to achieving quality outcomes
- Skilful communicator, verbally and through the written word
- A commitment to quality processes and outcomes
- A demonstrated capacity to build and maintain strategic relationships
- Strong interpersonal and communication skills
- The ability to work collaboratively in a team environment cooperating to achieve both individual and team goals
- The ability to manage multiple tasks with competing deadlines, and identify and assess emerging issues.

## Key Selection Criteria

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

- Demonstrated capacity to take personal responsibility for planning and delivery of outcomes, managing competing priorities and within a complex environment.
- Demonstrated ability to work collaboratively with a professional and committed team, and to maintain relationships with internal and external stakeholders.
- Excellent written and verbal communication skills for a variety of purposes and audiences.
- Demonstrated capacity to successfully lead projects, with a commitment to high quality results.
- Proven application of innovative thinking and analysis in the identification and development of appropriate options and methods for policy and projects.
- Broad knowledge of regulatory and school and higher education policy settings.
- Tertiary qualifications are required, with a focus on education, public policy, public management, regulation or evaluation preferred.

## Remuneration

Remuneration will be at Professional Band 1 between \$90,695.28 - \$101,365.30 inclusive of superannuation and appointed at demonstrated skill level. The successful candidate will be required to enter into a contract until **30 June 2019**.

AITSL's funding arrangement expires on 30 June 2019, and employment with AITSL will end on that date, unless an extension is negotiated on the agreement of the Board and the appointee.

AITSL makes no representation that this employment agreement will be continued for any particular period of time, or at all, after 30 June 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 so that teachers and school leaders could have the maximum impact on student learning in all Australian schools. We work in partnership with governments, education leaders, teacher education providers, systems, sectors and the profession across all jurisdictions to provide support to advance quality teaching and effective school leadership in Australia. Everything we do is backed by evidence and research.

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.