

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
Business Unit	Initial Teacher Education (Teaching and School Leadership Group)
Leader Title	Director, Initial Teacher Education
Employment status	Full time, maximum term to 30 June 2025
Date	April 2024

About this role

As a Project/Policy Officer within AITSL's Initial Teacher Education (ITE) team, you will bring your project experience to support AITSL's work to promote excellence in ITE. This is an exciting opportunity to play a key role on national education initiatives driving and supporting the preparation of Australia's future teaching workforce.

As a member of the ITE 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 consultation and research to inform our work, and collaborate with colleagues to drive solutions that deliver outcomes and improvements to the sector.

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.
 - manage relationships and liaise with key stakeholders, such as contractors, advisory committees, steering groups, peak bodies 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.
 - 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.
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- develop written reports, presentations, resources, online content, and messages for a variety of audiences, including teachers and school leaders.
- develop and prepare briefings and meeting papers that provide succinct and strategic advice to key decision makers, including the AITSL Executive and Board, making connections and proposing options and solutions.
- contribute to team cohesion by facilitating productive work relationships and ensuring the quality of outputs for the work area.
- facilitate and present online learning for accreditation panel training to participants nationally.
- undertake other duties as directed by your line manager and consistent with the employee's skills and competence.

What we're looking for

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

- Demonstrated effective communication skills including the ability to develop fit-for-purpose written materials for a range of audience types.
- Proven capacity to successfully contribute to projects to an efficient and timely delivery, managing competing priorities and within a complex environment.
- Demonstrated application of problem-solving capabilities and analysis in the identification and development of appropriate options and methods for policy and projects
- Demonstrated ability to effectively maintain productive working relationships with a range of internal and external stakeholders.
- Broad knowledge of policy settings within schooling and/or higher education
- Relevant tertiary qualifications and/or relevant experience in education, public policy, public management, regulation, or project management
- Desirable experience as a teacher or trainer to adult learners, with experience facilitating online/face-to-face learning workshops.

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