

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:	Manager – Initial Teacher Education
Work location:	Melbourne
AITSL classification range:	Management (\$137,403 to 178,216 including superannuation)
Employment status:	Full time, maximum term
Reports to:	General Manager, Teaching and School Leadership

Position Overview

The Manager, Initial Teacher Education (ITE) will take the lead on projects that have a national focus to improve the quality of ITE and generally support AITSL to deliver on its strategic plan.

The role will manage a team of up to 10 people and support them to effectively deliver on a variety of projects and programs.

The Manager is responsible for planning, directing and overseeing projects, teams and budgets to successfully deliver the annual work plan for the ITE team.

In addition to leading and growing the team, as a member of the AITSL Leadership Team, the role also contributes to the leadership of the culture and strategic direction of AITSL.

The ITE team's work is dynamic and includes providing policy advice, engaging with stakeholders and managing multiple projects. Some examples of the team's current responsibilities include: working to implement rigorous accreditation of teacher education courses and building an evidence base on what works best in teacher education.

This is an exciting role within an organisation that focuses on the things that make the biggest difference to improve teaching and school leadership.

Who are we looking for?

You can identify and seize opportunity and confidently lead a team to achieve a goal while mitigating risk, reviewing progress and making mid-course corrections if you need to.

You support your team through coaching, assigning accountabilities and appraising results, while developing a positive environment where information and opinions can be shared.

You are comfortable with autonomy and juggling many tasks at once while remaining focused on quality results and responsive to stakeholder needs.

You are a confident and positive leader of projects and people, with strength in policy development and implementation.

You have experience in working within the education sector. Your knowledge of education issues will help you form and maintain trusted relationships with a range of networks. Your previous experience in complex semi-political environments will be highly regarded.

Key Accountabilities

In this role you will:

- Manage multiple, complex national projects and issues while maintaining day to day operational delivery
- Perform in a leadership role, developing and maintaining a supportive environment for people to achieve their best
- Lead a team to deliver on AITSL's ITE operational and strategic goals, while also contributing to the organisation's strategic thinking and planning
- Provide policy advice on ITE issues, make connections and propose solutions in a complex, national environment
- Foster an environment that supports high performing teams through effective leadership and mentoring
- Be able to work proactively to remove obstacles, address issues and maximise your team's performance
- Initiate, influence and manage relationships with a variety of stakeholders with competing points of view
- Partner with AITSL's Communications team to ensure information is effectively presented, shared and disseminated via the right channel/s
- Oversee the preparation of high quality, fit-for purpose and timely strategic and operational advice for a variety of audiences; including discussion papers, submissions, reports and briefings for committees, the Board, and other key decision makers
- Any other duties as directed by the General Manager, consistent with the employee's skills and competencies.

Attributes

- Has strong people management skills; able to manage internal and external stakeholders with dexterity and diplomacy
- Can lead a team of already passionate people to achieve even greater success
- Has a collaborative and inclusive management style and a positive approach to issues resolution
- Inquisitive, resilient and results-oriented
- Leads by example.

Selection Criteria

- **Leadership:** Demonstrated ability to lead and manage many issues at once within a complex, semi-political environment.
- **Management:** Demonstrated ability to effectively manage a team and takes accountability for their performance. Capacity to lead a program of work while also managing, developing a team.
- **Representation:** Understands the nuances of representing a government funded body with no legislative mandate, and can articulate the opportunities and hurdles associated with this environment
- **Knowledge and proficiency:** Demonstrated understanding of key issues related to teaching, initial teacher education and education policy and strong experience in policy design, development and implementation, preferably in the public sector or a government environment. A relevant tertiary education qualification is required.
- **Communication:** Demonstrated ability to initiate, influence and manage relationships with a variety of stakeholders with competing points of view. Proven, effective communication and interpersonal skills.
- **Problem solve:** Proven ability to develop innovative solutions to resolve complex and sensitive policy issues. Able to identify strategic links and opportunities and propose new solutions for internal and external stakeholders. Demonstrated ability to identify and assess emerging issues.
- **Best practice and advice:** Proven sound financial and project management skills, and successful procurement and vendor management. Demonstrated analytical skills, a capacity to interpret, develop and provide robust advice and practical solutions. Exercises sound judgement during decision-making.

Remuneration

Remuneration will be at Management level (\$137,403 - \$178,216 inclusive of superannuation), reflecting the level of skill and experience brought to the position. The successful candidate will be required to enter into a contract until 30 June 2022.

AITSL's current funding arrangement expires on 30 June 2022, 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 2022.

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 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 Daniel Pinchas, General Manager, Teaching and School Leadership and include your resume, a cover letter and a statement addressing the Key Selection Criteria.

Should you have any enquiries about the role, please contact us via 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.