

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	Project Manager
Business Unit	Business Services
Leader Title	Director, Business Services
Employment status	Full time, max term to 30 June 2024
Date	October 2022

About this role

We are seeking an experienced project manager who is looking for a versatile role driving a range of projects end to end. As the lead of the Project Management Office, the Project Manager is responsible for implementing and improving project management and support activities across the organisation. As well as taking direct responsibility for the development and delivery of a range of projects in line with established objectives, you'll provide guidance to a small PMO team.

As an experienced Project and Portfolio Manager, you will enjoy working with stakeholders from across the business. You will advise both on strategy and tactics that bring continuous improvement to the practical implementation of AITSL's project management framework and embed monday.com as the project management tool across the organisation.

Your enthusiastic, collaborative approach will see you coordinate and progress multiple pieces of work to ensure the successful delivery of a range of externally facing policy projects and internal initiatives with organisation-wide impact. You will build positive and effective relationships with all levels of the organisation, including senior leadership to generate support and positive momentum.

What you'll be doing

On a day-to-day basis, you'll undertake a range of activities, including:

- Foster a high-performing project management team by leading day-to-day work allocation of PMO
 - Lead project teams and manage project progress and change control through project planning, reporting, coordination of resources, maintaining documentation, and risk and issue management to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope, in line with established AITSL project management methodology and tools
 - Work collaboratively with project teams to deliver successful outcomes, ensuring that stakeholder focus, and perspective is maintained throughout the project
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- Source, collate and compile data and information and track and report on project progress against established milestones and deliverables with particular attention to critical and high-risk projects
- Provide an organisation-wide view of project statuses through portfolio reporting
- Be accountable for the functioning of AITSL's Project Steering Committee and reporting to the Project Operations Board.

What we're looking for

We're looking for a positive and enthusiastic team player who can work effectively as a part of the cross-functional AITSL team. You are also a great leader, able to supervise, support and motivate colleagues to meet project objectives. Your strong organisation and time management skills allow you to have oversight of your tasks, working autonomously with limited guidance, while also developing strong working relationships with various teams across the business. You will have extensive project management experience with highly developed organisational skills, a strong commitment to continuous improvement, creative approaches to problem solving and high-level analytical skills with the ability to work autonomously and independently.

Ideally, you'll have the following:

- Qualifications in a recognised project management methodology
- Strong project and program management experience, preferably related to policy and research projects
- Exceptional interpersonal, written and verbal communication skills
- A high level of organisational skills and attention to detail
- Proficiency with technology, databases and cloud-based services including project management software (such as monday.com) and MS365.

Desirable:

- Experience in a policy or research environment
- Qualifications and/or experience in change management.

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 Torres Strait Islanders and people from culturally diverse backgrounds. We also strongly welcome and encourage people with disabilities to apply for roles with AITSL.