

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:	Project Officer – Quality Teaching*
Work location:	Melbourne
AITSL classification range:	Professional Band 1
Remuneration range:	\$90,695.28 - \$101,365.30 inclusive of superannuation
Employment status:	Full time, maximum term
Reports to:	Manager – Quality Teaching

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

Position Overview

As a Project Officer within AITSL's Quality Teaching Team you will bring enthusiasm for driving educational improvement and project experience to a range of national initiatives designed to support and recognise quality teaching across Australia. This is an exciting opportunity to play a key role on both established and new initiatives such as national teacher certification, the Highly Accomplished and Lead Teacher Network, and shaping high quality professional learning for teachers.

As a member of the team, you will be involved in all project phases, 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 excite and engage the education profession.

Who are we looking for?

You will have a strong interest in education and be able to draw on your experience to identify the needs of the 21st century learner. You will have a clear vision of what quality teaching and

learning looks like and will use this to deliver initiatives that support teachers to improve their practice.

The role requires an understanding of Australia's federated education system and an ability to navigate this environment. You will need to be confident building relationships and presenting our work to external stakeholders.

The role requires solid planning and organisational skills. You will need to iterate ideas and solutions to meet deadlines, balancing detail and quality, with efficiency and vision. This will involve engaging with external contractors and holding them to account.

You will work in a small collaborative team that prides itself on excellent working relationships. Therefore the role requires a vibrant person who communicates well and is equally able to lead and work on behalf of the team.

Roles and Responsibilities

You will be responsible for working across multiple projects and teams to:

- Lead and deliver projects outputs within defined project plans encompassing management of project delivery, resources and budgets, ongoing project monitoring and review, project closure and maintenance of project documentation.
- Develop and prepare briefings and meeting papers in consultation with Senior Projects Officers or the Manager, 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 teaching, in a complex national environment.
- Utilise a range of communication and stakeholder engagement strategies to formulate key messages and insights about our work, and facilitate diffusion and dissemination of the work of the Quality Teaching team.
- Draft reports, web content, and presentations for a range of internal and external audiences, and incorporate feedback provided by Managers and Executives.
- Manage external relationships with teaching stakeholders, including regulatory authorities and professional associations. Be part of organising and represent AITSL at a range of events with external stakeholders to promote its objectives and work.
- Maintain an up-to-date understanding of current educational research, media commentary and work of key educational thinkers, including in the areas of Indigenous education and/or teaching students with disability.
- Undertake other duties as directed by the Manager and consistent with the employee's skills and competence.

Project Officer – Quality Teaching Attributes

You ideally would have the following attributes:

- A passion for ensuring that Australian students receive a world-class school education and that Australian teachers are supported to do that
- A self-motivated results orientation, resilience and a positive approach to achieving quality outcomes
- Skillful written communicator with an eye for detail
- Strong communication and interpersonal skills
- A demonstrated capacity to build and maintain strategic relationships with external stakeholders
- The ability to work collaboratively in a team environment cooperating to achieve both individual and team goals
- The ability to manage and deliver on 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 lead projects taking personal responsibility for planning and delivery of outcomes.
- Strong analytical skills and capacity to develop relevant, clear evidence-based policy advice and solutions.
- Demonstrated ability to work collaboratively in a professional and successful team with a commitment to high quality results.
- Demonstrated ability to navigate complex relationships with internal and external stakeholders regarding practice and policy.
- Demonstrated excellent written and verbal communication skills for a variety of purposes and audiences.
- Knowledge of current education research on what works best in teaching and learning.
- A tertiary qualification in education or equivalent experience is desirable.

Remuneration

Remuneration will be at Professional Band 1 (\$90,695.28 - \$101,365.30 – inclusive of superannuation) beginning at level 1. 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 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 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.