
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	Senior Project & Policy Officer
Organisation Unit	Teaching and School Leadership Group
Employment status	Maximum term, Full time
Date	November 2022

About this role

The Senior Project & Policy Officer is a senior position within AITSL and provides opportunities to develop, guide and manage national projects that support excellence in teaching and school leadership. This is an exciting opportunity to play a key role on national education initiatives driving and supporting high-quality education practices.

This position provides coordination, management, policy advice and delivery of AITSL projects within the Teaching and School Leadership Group. The focus of the team's work is on promoting and supporting quality teaching and excellence in school leadership to maximise impact on learning outcomes in Australian schools.

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

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:

- provide high level policy advice and guidance to senior staff and the Executive, making policy connections and proposing options and solutions in a complex national environment
- maintain an up-to-date awareness and understanding about current educational research and key thinkers
- carry out research and analysis and develop relevant and clear advice or written content based on interpretation, analysis and input from research and experts
- liaise with project stakeholders, such as contractors, steering groups and external education bodies, demonstrating a sound understanding of the collaborative and responsive environment in which the organisation operates

- manage relationships with individual stakeholders and stakeholder groups and represent AITSL at a range of external forums to promote its objectives and work
- collect and collate stakeholder feedback to integrate and synthesise for the development of written content
- use a range of communication and stakeholder engagement strategies to develop understandings and insights and facilitate diffusion and dissemination of the work of the project team
- develop fluent written materials including complex written reports, meeting papers and web content, and prepare and deliver engaging presentations for a variety of contexts, including conferences and seminars
- apply innovative thinking and analysis in the identification and development of appropriate project options and methods
- design and scope project briefs and plans in consultation with your line manager and other team members
- lead, and coordinate project delivery, resources and budgets for the project team and liaise with AITSL's Project Management Office for ongoing project monitoring and review, project closure and maintenance of project documentation
- contribute to strategic business planning, including managing procurement, and implementing sound contract management practices
- any other duties as directed by your line manager, consistent with the employee's skills and competencies.

Key Selection Criteria

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

1. Demonstrated high level communication skills including the ability to develop high quality written materials for various audience types and confidently represent the organisation in a range of settings.
2. Proven capacity to successfully lead projects to an efficient and timely delivery, managing competing priorities within a complex environment.
3. Proven application of problem solving skills and analysis in the establishment and implementation of appropriate options and methods for policy and projects.
4. Ability to exercise accountability for work organisation and ensuring excellence in all aspects of work outputs.
5. Demonstrated ability to develop strategies to maintain productive working relationships with a range of internal and external stakeholders.
6. Deep knowledge and understanding of policy settings within schooling and/or higher education.
7. Relevant tertiary qualifications and/or relevant, extensive experience, in education, public policy, public management, regulation or project management.

About AITSL

AITSL is a Commonwealth company and not-for-profit based in Melbourne. We are funded predominantly by the Australian Government and the collective of Australia's Education Ministers. The Australian Government is the sole member of the company, represented by the Minister for Education, the Hon Jason Clare MP.

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.

The incumbent will display behaviours which reflect and actively demonstrate alignment to the AITSL values of:



Up for the challenge



Embrace change



Working together



Being respectful

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.