

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.

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<b>Position Title</b>	› Senior Policy and Research Officer – ATWD Publications
<b>Business Unit</b>	› Teacher Workforce
<b>Leader Title</b>	› Principal, ATWD Publications
<b>Employment status</b>	› Maximum term to June 2025, Full time
<b>Date</b>	› June 2024

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## About this role

The *Senior Policy and Research Officer, ATWD Publications* is integral to the delivery of a national education initiative, the Australian Teacher Workforce Data (ATWD) project. The ATWD is building the evidence base that provides a comprehensive picture of the national teacher workforce in Australia. It provides critical insight on national and local trends in the challenges and opportunities facing the teaching workforce, helping us understand how we can better support the teaching profession through data-informed decision making and policy.

The role will support a range of data analysis, data translation and technical writing activities to contribute to the delivery of ATWD Publications. Working in a collaborative team environment, this role will lead and support the delivery of digital publications and reporting of ATWD data, with an outward facing user focus.

In this role, you will be responsible for the exploration and written interpretation of data to support the development of written publications, strategic policy advice and communication pieces, for use by governments and employers as well as teachers and leaders.

## What you'll be doing

Working independently but also as a leading member of the ATWD team, you will plan, design, and deliver outputs in accordance with an overall strategy for the ATWD's Publications team, contributing to the delivery of a suite of publications in line with funding commitments and key stakeholder needs.

To achieve this, you will work closely with the Principal, ATWD Publications and a small team to:

- Strategically plan and draft ATWD publications, ensuring timely delivery of high-quality products
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- Build subject matter expertise in teacher workforce supply and think critically about emerging policy issues through a publications lens.
- Collaborate with the Data Science team to:
  - Draw on your policy expertise to guide and inform the direction of data analysis and shape the presentation of findings to suit stakeholder needs and workforce priorities.
- Provide data insights and visualisations to presentations for a range of stakeholders including Boards, senior management, jurisdictions, teachers, and schools.
- With the Principal, proactively identify and strategise new opportunities for developing publications to suit a variety of audiences, based on emerging data trends and areas of interest in the broader policy landscape.
- Provide publications expertise to the preparation of papers for the ATWD Oversight Board and ATWD Technical Working Group.
- Contribute to the ongoing development of tools that are used to make teacher workforce supply data available to stakeholders.

As a Senior member of the ATWD team you may also:

- Lead and coordinate publication delivery, as directed by the Principal.
- Work with the Principal, ATWD Publications and Director, Teacher Workforce to manage resources for the delivery of the ATWD initiative as instructed and liaise with AITSL's Project Management Office for ongoing project monitoring and review, and maintenance of project documentation.
- Provide high level policy advice and guidance for senior AITSL staff and the Executive, making policy connections and proposing options and solutions in a complex national environment.
- Contribute to strategic business planning, including managing procurement, and implementing sound contract management practices.
- Undertake any other duties as directed by Principal, ATWD Publications, consistent with the employee's skills and competencies.

## What we're looking for

We are looking for confident and collaborative self-starter who loves to write and communicate about data insights. You will combine a sound understanding of policy and data with excellent writing and communication skills, to support the development of high quality, data-focused publications.

Our ideal candidate is passionate about supporting the teacher workforce through policy, with an interest in understanding policy-relevant data trends, distilling key messages and designing user-relevant data insights publications and resources to inform decision making and workforce planning. You will have the ability to communicate data through easy to understand, accurate and compelling data stories that drive action.

**Ideally, you'll have the following:**

- tertiary qualification and/or equivalent experience in any of the following - education, public policy, public health, political science, psychological sciences or other relevant disciplines.
- demonstrated experience working at the intersection of policy and data.
- strong data literacy skills including conducting data analysis, and communication of results.
- exceptional communication skills, both written and oral, with superior attention to detail, identifying gaps in information and editing.
- demonstrated ability to produce written interpretations of data and compelling data stories suited to different audiences.
- skilled at creative and innovative thinking, to provide ideas and suggestions about how to present data in alternative ways to grow our audience and deliver high-quality, engaging content.
- demonstrated analytical skills including the ability to:
  - work with data teams to facilitate plain language interpretations of ATWD findings.
  - interrogate data interpretations, to ensure they are concise and communicate the 'big picture'.
  - distil key messages from data to inform decision making and policy, while assessing and mitigating the reputational risk of language and level of reporting.
- demonstrated project management experience, with the ability to deliver quality outputs within tight and competing deadlines.
- receptiveness to feedback and an agile approach to delivery of project outputs.

**Desirable**

- Knowledge and experience in the education sector, or workforce policy in another industry.
- Advanced Microsoft Excel skills.
- Research background, experience with evidence synthesis and statistical output.
- Strong data visualisation skills and experience.

## 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](http://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 Islander people and people from culturally diverse backgrounds. We also strongly welcome and encourage people with disabilities to apply for roles with AITSL.***