

POSITION DESCRIPTION

Division: Education and Social Participation
Position Title: Policy and Innovation Lead
Unit: Strategic Policy, Performance and Quality
Grade: 5.1
Reports to: Director, Strategic Policy, Performance and Quality

AMES Australia

For over 70 years AMES Australia has supported new and recently arrived refugees and migrants to settle in their new life in Australia. AMES works with new arrivals and also with the community, business and government to develop sustainable and effective settlement solutions for the Australian community.

Vision of AMES Australia

'Full participation for all in a cohesive and diverse society'

Primary Focus / Purpose of the Role

The purpose of this position is to support the Director Strategic Policy, Performance and Quality in leading key evidence-informed policy development, strategic initiatives, research, innovation and continuous improvement across the Education Portfolio. The role develops evidence-informed policy, undertakes research and evaluation, leads strategic projects, identifies emerging opportunities, and supports the adoption of innovative and technology-enabled solutions that enhance learner outcomes, organisational performance, and service delivery. Working collaboratively across the organisation and with external stakeholders, the role contributes to strategic planning, evidence-based decision-making, and continuous improvement to strengthen the quality, sustainability and future readiness of AMES Australia's education programs.

Primary Duties and Responsibilities

Policy, Strategy, and Innovation

- Lead the development of high-quality education policy, strategic papers, frameworks and guidance documents informed by research, evidence, organisational priorities and stakeholder consultation.
- Undertake environmental scanning, policy analysis and institutional research, document to build the evidence base for policy, innovation and strategic decision-making using qualitative and quantitative data, evaluation and preparation of case studies. This includes working closely with the Community Development and Social Participation team on community engagement initiatives that inform Education programs.
- Support the identification, evaluation and implementation of emerging technologies and innovative practices that improve learner outcomes, organisational performance and service delivery.
- Provide leadership to the Strategic Policy, Performance and Quality (SPPQ) team and with external contractors and consultants to strengthen capability and capacity.
- Work collaboratively with Employment and SSACC teams to identify opportunities to support each other's programs, and teams to improve integrated service delivery.
- Develop the Education Portfolio contribution to the annual report, and other corporate and strategic reports.
- Monitor changes in Commonwealth and State policy, funding and regulatory environments and provide strategic advice on organizational implications.
- Contribute policy and evidence to major tenders, funding submissions and strategic initiatives.
- Lead collaboration within the SPPQ team with key stakeholders to achieve strategic organisational outcomes.
- Supervise Education team members supporting policy and innovation projects as part of Professional Development projects.
- Build productive relationships across the organisation with relevant subject matter experts and management to maximise the effectiveness of policy development and proposed innovations – including technology innovations.

- Work collaboratively with the Senior Manager Education Performance and Compliance and Senior Manager Quality, Teaching and Learning to identify and apply best practice approaches and drive effective and efficient operations.
- Work with other Senior Managers in the Education Leadership Team to develop, implement and evaluate pilot projects in new areas and technologies including AI-enabled initiatives the Education Portfolio wishes to pursue.
- Support the Education Leadership team on development, implementation and monitoring of Education Portfolio strategy, including market assessments, development of KPIs and/or assessment measures and evaluation processes; provide policy advice and strategic analysis to inform organizational decision making.

General

- Demonstrate strong project management skills and experience to deliver projects, policy responses and project proposals on time and to a high standard.
- Provide high-quality Executive briefings, reports, discussion papers and strategic advice to support organisational decision-making.
- Actively operate in a manner that improves the customer experience.
- Ensure compliance with relevant legislation, regulations and contractual requirements and that all duties are undertaken within an effective risk management framework.
- Comply with relevant WH&S legislation, the AMES Australia WHS Policy and Procedures at all times.
- Comply with all relevant AMES Australia Policies and Procedures and proactively identify and recommend areas for improvement to the manager as appropriate.
- Perform other duties as required by the manager that are reasonably incidental to the performance of this role.

Key Contacts

Internal:	Education Leadership Team, Employment team, Settlement team, Development and Innovation, Community Development and Social Participation, Research & Policy staff
External:	Research Partners, wider research community members, technology providers, Victorian Skills Authority and other leaders in the Education sector, consortium partners and subcontractors

Qualifications and Experience

Mandatory:	Degree in Education, Community Development, Public Policy, Social Sciences, or Business with proven research experience; AND A minimum of 5 years' experience in policy development and innovation Demonstrated experience leading complex strategic projects involving multiple stakeholders.
Desirable:	Post graduate qualification in technology and experience in developing innovation through technology within adult education, settlement or vocational education and working within government-funded programs.

Knowledge and Skills

- Demonstrated understanding of contemporary trends in educational technology, data analytics, digital learning and AI applications in education, training or community service environments.
- Demonstrated successful analytical skills with an ability to interpret data, generate insights and translate findings into practical recommendations, and to think strategically in a competitive environment
- Ability to source, gather, synthesise and document models, evidence and examples from across an organisation for use in policy responses and tenders
- Excellent writing skills to produce clear, concise and well organised text for a range of purposes and audiences
- Sound knowledge of settlement, education, training and employment policy contexts and an ability to apply these to policy work and tenders

- Excellent communication skills to establish and maintain relationships with key internal and external stakeholders
- Strong project management skills to lead and motivate a team and ensure projects are delivered on time and to a high standard
- Demonstrated ability to manage staff including performance reviews and demonstrated capacity to provide leadership mentoring and support
- Demonstrated organisational skills that facilitate the production of high- quality documents within specified time lines
- Ability to work independently and flexibly to achieve results in fluid policy contexts as well as contribute to a team
- Capacity and willingness to learn new skills and incorporate new knowledge and work in new areas
- Demonstrated positive values of integrity, reliability, teamwork and professionalism and demonstrated commitment to quality and continuous improvement principles

Other Relevant Information

- Staffing Responsibilities: Direct Reports – Nil;
- Operate in accordance with the Schedule of Financial Delegations.
- Budget Responsibilities - Nil
- A current valid Driver's Licence will be required for this role
- Applicants for the position must have the right to work in Australia.
- Offers of employment will be subject to a satisfactory Police Check.
- Where an incumbent, at any time during their employment at AMES Australia, is engaged in child-related services as defined by the Working with Children Act 2005 (as amended from time to time), it is a mandatory requirement for the incumbent to have and maintain a current Working With Children Check (for employment purposes) before commencing in child-related work for the duration of the engagement.

*AMES Australia is an Equal Employment Opportunity Employer and abides by the Occupational Health and Safety Act.
AMES Australia is committed to and believes in gender equality, and promotes a work environment where inclusion and diversity are valued and where people across all of AMES are involved, supported, respected and treated fairly.*

For HR purposes only – ANZSCO Code 224412

Electronically Signed by the Employee:

Name: [*SignatureOBStarter]

Date: [*SignedDateOBStarter]