



Job Title: Technical Quality Assurer

Reporting to: Production Manager

Internal contacts: Curriculum Leads, Subject Leads, Teacher-Creators

About Impact Curriculum: Impact Teaching Group is an innovative national Australian group of not-for-profit and profit-for-purpose organisations committed to improving educational outcomes by supporting teachers with high-quality, evidence-informed curriculum resources, assessment products, and professional learning. Impact Curriculum is responsible for the development of curriculum and teaching resources, covering the core curriculum subjects across all year levels. Our work spans curriculum and lesson resource creation - including production, maintenance and implementation - teacher and school implementation support, and education system-wide capacity building across Australia. See www.impactcurriculum.au.

The context for the role: Impact Curriculum has created a library of 35,000+ curriculum and lesson resources and makes this available to schools across Australia. As we continue to build and maintain this library, Impact Curriculum requires a Technical Quality Assurer who is detail-orientated, organised, and collaborative to be part of our dynamic team.

Role purpose: The Technical Quality Assurer is a key role within Impact Curriculum. The role supports all aspects of the production process, focusing on resource development, review, and editing. They are key to ensuring our resources are of a high quality.

Key responsibilities

- Support the Production team with the creation, delivery, and maintenance of Impact Curriculum resources.
- Edit and proofread content (including reviewing images) to ensure resources are created according to expected organisational guidelines and to a high quality.
- Support the resource development process by working collaboratively alongside Production colleagues as well as Curriculum and Subject Leads.
- Implement quality assurance processes, proactively flagging issues for review.
- Effectively use production trackers, tools, and processes to ensure a high volume of resources are created and reviewed in a timely manner and to a high quality.
- Collate, review, edit and finalise documents ready for publication to Impact Curriculum's platform.
- Provide other production support as needed.

Selection criteria

Essential knowledge and skills

This is a hands-on role that requires flexibility, good organisational and communication skills, and a strong attention to detail.

- Alignment with our mission to improve educational equity, ensuring all students can access a high-quality curriculum no matter their circumstances.
- Strong technical skills, including knowledge of G-Suite and MS Suite tools.
- Organisational skills, including the ability to learn and adopt new tools, systems, and technologies.
- Meticulous attention to detail, especially in editing and proofreading.

- Experience working with templates and following guidelines.
- Good written and verbal communication skills and ability to collaborate with team members in a remote and fractional workforce.
- Proactive and adaptable in a fast-paced environment.

Desirable knowledge and skills

- Qualifications and/or experience in editing, copyediting, communications, project management or another related discipline
- Knowledge and understanding of the wider education system in Australia, including the creation of evidence-informed curriculum and instruction

Impact Curriculum is a Child Safe Organisation. This includes mandatory screening processes for all successful candidates, including: Valid Working with Children Check (or equivalent); Satisfactory criminal record check.

Our commitment to you

We're offering the opportunity to:

- Be part of a mission-driven organisation, taking direct action towards educational equity.
- Work closely alongside talented, passionate, and fun colleagues.
- Flexible working hours, and ability to work 100% from a flexible location.

Employment type

- At least 2 days a week (with flexibility up to full-time depending on preferences of successful candidates).
- Casual contract
- Will need to be available on the days you have noted as being available for work
- Salary \$33.85 per hour excluding superannuation contributions (\$253.87 per day equiv).
- Location: fully flexible, remote working.

We welcome individuals of diverse genders, ages, ethnicities, cultural backgrounds, abilities, religions, and sexual orientations in our workplace. We actively encourage talented individuals from all walks of life to apply for our job openings. Our commitment lies in fostering a workplace that is barrier-free and inclusive, aiming to attract the most skilled candidates.