Principal Consultant

Job Type One year Full-time with possible extension
Salary Range Consistent with school-based leadership experience
Reports to Chief Executive Officer
QELi Contact Michelle Tindall
Telephone 3007 5240
Closing Date Monday 5 September 2016

About our organisation

The Queensland Education Leadership Institute (QELi) was established in 2010 and works across the Queensland Government, Independent and Catholic school sectors. This unique, not-for-profit organisation reaches across all education sectors, and operates within Queensland, across Australia, and internationally.

QELi provides world class, high-quality programs and learning opportunities that focus on developing the leadership capabilities of educators at every level: from teachers and middle leaders, through to system and sector leaders.

In its sixth year of operations, QELi has established a reputation as a partner of choice in designing and delivering innovative, quality-assured and evidence-based leadership development throughout the education sector. QELi's role and functions include:

- providing a range of professional learning services including short and long-term professional learning courses
- developing and maintaining strong relationships and networks with education stakeholders
- supporting research initiatives that better inform QELi's professional learning services
- providing accredited, articulated pathways into partner Universities' graduate courses.

The role

Reporting to the Chief Executive Officer, you will be responsible for the design, development and delivery of QELi leadership programs. This will involve active management of program resources, records and publications and travel across Queensland.
Responsibilities and accountabilities

- Develop and lead projects to deliver training programs focused on school leadership development, using recent school-based experience and high-level knowledge of teaching, learning and school leadership.
- Provide educational and professional leadership in the design, planning, writing and delivery of QELi leadership training programs.
- Use and model effective and productive work practices enabled by digital technologies.
- Collate post-program data for evaluation, highlighting trends and opportunities for further research, and following up on network partnerships;
- Manage and develop a small team.

Success in this role requires

To be successful for this role, you will be tertiary qualified in education or adult education with at least five years leadership experience within a school environment, together with evidence of personal commitment to continual professional development and the availability to travel.

You will also have:

- Proven experience in high quality, evidence-based program design, development and delivery
- Excellent stakeholder engagement and relationship building skills
- Exceptional interpersonal communication skills
  - Verbal (engage and communicate effectively with a range of people)
  - Written (fluency in preparing persuasive written material accurately and efficiently)
- Initiative, self-discipline, motivation and strong time management skills;
- Strong digital literacy including Microsoft Office suite and other business related systems used in the development and delivery of adult education
- Strong team leadership skills, with the ability to work collaboratively in a dynamic multidisciplinary team environment
- Recent school-based experience in a role such as Head of Department, deputy-principal or principal.

How to apply

Please provide your current Resume and a brief cover letter outlining your experience in relation to the requirements of this role.