

Position Description and Selection Criteria

ATSIMA Project Manager Aboriginal and Torres Strait Islander Mathematics Alliance (18 months)



This is a work-from-home role with travel to remote school communities.

Project Overview

This project will deliver and evaluate a pilot of a Community-designed, culturally informed mathematics curriculum in two remote secondary school contexts.

Led by ATSIMA and in partnership with local Communities and schools and an independently evaluated, the pilot will assess whether culturally informed mathematics can strengthen student engagement and improve learning outcomes in settings where conventional approaches have consistently underperformed.

Position Overview

The Project Manager is responsible for the overall operational leadership and coordination of the Pilot Project delivered in two remote schools.

The role ensures delivery across five phases:

Phase 1: Relationship-building and curriculum co-design

Phase 2: Curriculum drafting and baseline establishment

Phase 3: Planning and small-set lesson trials

Phase 4: Professional learning and expanded trials

Phase 5: Consolidation, evaluation and transferability.

The Project Manager ensures the pilot produces credible evidence on learning outcomes, feasibility and cost within an 18-month timeframe.

Reporting Relationships

The Project Manager reports to ATSIMA's CEO. They will work closely with:

- Community Elders and representatives
- Indigenous educators
- School principals and teaching staff
- Evaluation team
- Key funding stakeholder (via reporting processes).

Key Accountabilities

Project planning and delivery

- Develop detailed project plans and timelines, and monitor budgets and progress against timelines, and monitor budgets and progress against milestones, adjusting as needed
- Collaborate with First Nations Community leaders, school leaders, teaching staff, evaluation team and external stakeholders to ensure project success
- Identify potential risks, develop mitigation strategies, and resolve issues promptly
- Maintain accurate project records, prepare progress reports and financial reports and present updates to the ATSIMA board, the project leadership team and key stakeholders
- Ensure deliverables meet educational standards, compliance requirements, and organisational objectives. This will include Indigenous Cultural and Intellectual Property (ICIP)
- Ensure culturally safe engagement protocols and processes.

Cultural governance and partnership integrity

- Ensure Community authority is respected across all phases of the project Support establishment and maintenance of ICIP governance and consent processes
- Ensure data practices align with Indigenous Data Sovereignty principles
- Facilitate transparent communication between ATSIMA, Communities and schools.

Budget and financial management

- Oversee expenditure against budget
- Track costs
- Ensure audit-ready financial documentation.

Evaluation

- Co-ordinate and work closely with the independent evaluation of the project through the evaluation team.

Performance Indicators

Success in the role will be demonstrated through:

- Delivery milestones achieved within agreed timeframe
- Budget variance within acceptable thresholds
- Baseline and endline data collected under consistent conditions
- Clear documentation of feasibility, cost and fidelity metrics
- Positive feedback from Community and school partners
- Timely and credible reporting to key stakeholders.

Selection Criteria

Essential

- Demonstrated experience working respectfully with Aboriginal and Torres Strait Islander Communities
- High cultural capability and respect for Indigenous governance and authority
- Proven experience managing and reporting on a complex project across multiple locations, preferably in education settings
- Strong organisational, time management, and problem-solving skills including risk management
- Strong budget and financial management capability
- Ability to manage and mitigate risks particularly for projects in remote Communities
- Experience coordinating external evaluators to ensure evidence-based outcomes
- Excellent verbal and written communication skills and interpersonal skills with the ability to engage diverse stakeholders particularly in a cross-cultural setting
- A willingness to travel to two remote Communities as required
- Knowledge of education sector policies and compliance requirements (e.g. working with children clearance).

Desirable

- First Nations Australian people are strongly encouraged to apply
- Experience in managing education projects in Indigenous education and/or mathematics education.

Qualifications & Experience:

- Minimum of a Bachelor's degree in education, Project Management, or related field (or equivalent experience).

Personal Capabilities

- High cultural humility and integrity
- Demonstrates resilience and flexibility in changing circumstances
- Able to balance accountability with relational leadership
- Commitment to equity in mathematics education.

