

Career Development Consultant



Curtin University

POSITION NUMBER		SCHOOL/AREA	Careers, Employment & Leadership
CLASSIFICATION		FACULTY	Office of the Deputy Vice-Chancellor Academic
LINE MANAGER	Manager Career Development & Leadership/Manager Partnerships & Operations	POSITION NUMBER	3470111/3404732

PURPOSE OF POSITION

The Career Development Consultant works as part of Curtin's University Careers, Employment & Leadership team. The role provides a full range of services related to individual career counselling; group career education programs; delivery of career development learning within curricula; consultancy services involving career development learning and/or graduate employment, and promotion of the areas services.

The Career Development Consultant facilitates positive lifelong learning and employment outcomes and contributes to the overall enhancement of the student journey of Curtin students and their transition to graduate employment and/ or further study. They support students to take responsibility for managing their careers and will facilitate access to appropriate resources. They develop strategic partnerships with a range of internal stakeholders and external stakeholders in industry to deliver appropriate services and programs provide consultation and advice to assist and improve the skills and capacity of university staff to respond to students' career development learning.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Provide a suite of career counselling and career education services to individual students and alumni including individual career counselling, career planning and career assessment through face to-face and distance modes and drop-in screening interviews and triage.
- Apply complex information and theory in relation to career development learning and graduate recruitment.
- Develop and deliver high quality, innovative career education/training packages for various delivery approaches, particularly through a hybrid form using direct workshops, print, and electronic/online facilities, reflective of teaching and learning pedagogical practice.
- Ensure the development and management of information, resources, and networks, relating to career development and lifelong learning using industry knowledge and in the context of courses offered at Curtin, Curtin's strategic goals and, client needs.
- Produce and deliver labour market and career decision making programs, workshops and resources framed by industry needs, Curtin's graduate attributes, and, degree-discipline knowledge and learning.
- Build and maintain high level working relationships and partnerships with academics, employer organisations and community agencies, to:
 - Develop and maintain a Faculty portfolio or equivalent cross Department program,
 - Facilitate the integration of degree-discipline knowledge and learning with career development learning, and
 - Assist Curtin students' access to industry learning experiences.
- Liaise with external stakeholders to represent Curtin University to support the profiling of career development and employment activities across the University and to employers, and to facilitate currency of information on industry standards and requirements, and to ensure that the provision of advice and information by Careers, Employment & Leadership is informed and appropriate.
- Act as consultant in the provision of high level advice in relation to career development learning, labour market trends, transition to employment and graduate recruitment to: students, the University community and external bodies.
- Enhance career development learning outcomes by identifying and leading projects and/or initiatives that augment the career development learning and/or employment outcomes for Curtin students. This may incorporate developing project proposals followed by implementation and evaluation leading to an improvement cycle.
- Contribute to career development learning and practice through collaboration with area colleagues and within recognised professional membership associations
- Promote events and initiatives delivered by Careers, Employment & Leadership to ensure staff and students seek out and utilise services on an ongoing basis from early in their studies.
- Maintain currency of career development and industry knowledge to ensure that the provision of advice and information by the Careers, Employment & Leadership is informed and appropriate.
- As a member of the University community, demonstrate the highest possible standards of professional and personal conduct, modelling the University's Values and Signature Behaviours.
- Undertake other activities which the incumbent might reasonably be expected to do, and which are consistent with the accountabilities and responsibilities as listed above.

KEY PEOPLE INTERACTIONS				
<ul style="list-style-type: none">• Students, Graduates, Alumni• Faculty staff and academics/teaching staff within divisions / schools• Office of Assessment Teaching and Learning• Other staff within University Life• General Staff• Curtin Departments	<ul style="list-style-type: none">• Local, national and international employers• Government Agencies• Careers staff at other Australian Universities• Career professionals• Industry and Not for Profit organisations• Industry Associations			
POSITION/ORGANISATIONAL UNIT DIMENSIONS				
For more information about Careers Employment and Leadership please visit: http://life.curtin.edu.au/careers.htm				
CRITERIA				
Qualifications	1. Eligibility for registration as a Career Development Consultant with the National Association of Career Advisory Services or the Career Development Association of Australia or equivalent professional status that meets Career Industry Council Australia registration requirements including the Professional Standards for Australian Career Development Practitioners.			
Knowledge, Experience and Skills	2. Demonstrated ability in needs analysis and development of high quality resources and learning programs for adult learners as well as knowledge and skills in a range of service delivery models appropriate to this position. 3. Demonstrated high level effective oral and written communication competencies, including computer and data base literacy. 4. Proven ability to liaise effectively with a range of other professionals and establish effective relationships, and to work as part of a multi-disciplinary team. 5. Proven experience in the provision of career counselling and the management of client records in an organisational setting, including the ability to administer, interpret and report on vocational assessment tools and to apply interventions relevant to the needs of a culturally diverse tertiary student population. 6. Demonstrated sound knowledge of current trends in employability skills, international and national industry labour market trends and developments in the delivery of career development programs and services and the research skills to maintain this knowledge. 7. Demonstrated project management and leadership skills to create, deliver and review specific projects that enhance students’ career development learning and engage internal and external stakeholders			
Desirable	1. Experience in providing careers & employment related services ideally from within the TAFE or University sector or alternatively experience within other careers services, HR or Recruitment.			
WORK REQUIREMENTS				
<ul style="list-style-type: none">• The position is based on the Bentley campus but may require occasional attendance at one or more of the University’s regional campuses. The position will involve some afterhours work including attendance at meetings, conferences, employer events and Career Centre initiatives.				
CAPABILITIES & BEHAVIOURS (Curtin Leadership Framework)				
It is a requirement that staff in leadership roles exhibit and model capabilities and behaviours consistent with the Curtin Leadership Framework. These include:				
Managing Self	Leading Others	Leading Innovation & Change	Leading Strategically	Managing Operations
Understanding self & others	Building & leading high performance teams	Thinking creatively & fostering innovation	Thinking strategically & having vision	Managing Curtin resources
Modelling Curtin Values	Developing staff capability	Managing change	Setting goals & objectives	Continuous quality improvement
Managing time and wellbeing	Facilitating participative decision making	Influencing and inspiring others	Thinking analytically to solve problems	Managing complex projects
Building working relationships	Dealing with conflict			
Effective Communication				

UNIVERSITY VALUES

All staff must commit to and uphold Curtin's Values which are:

- Integrity – to act ethically, honestly and with fairness
- Respect – to listen, value and acknowledge
- Courage – to lead, take responsibility and question
- Excellence – to strive for excellence and distinction
- Impact – to empower, enable and inspire

For more information please visit: <http://www2.curtin.edu.au/strengthening-our-culture/values/index.cfm>

COMPLIANCY & LEGISLATIVE REQUIREMENTS

Occupational Safety and Health

All supervising staff are required to undertake effective health and safety measures to ensure compliance with the Occupational Safety and Health Act 1984 and related legislative requirements.

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Ethics Equity and Social Justice

All staff are responsible for informing themselves of their obligations and responsibilities in relation to Ethics, Equity and Social Justice. In particular, all staff must demonstrate appropriate and professional workplace behaviours in accordance with the University's Values and Code of Conduct.

Staff must familiarise themselves and comply with all other University policies and procedures and legislation relevant to the position, including:

- *Professional Ethics for Career Development Practitioner*

ENDORSEMENT

I certify that the information contained in this document is a true and accurate depiction of the requirements of the position

Manager		Human Resources Registered	
Manager Signature		Date Registered	
Date		Document Last Updated	March 2018