



Position Description – Careers Consultant (Facilitation and Content Development)

Position Details

Position Title:	Careers Consultant (Facilitation and Content Development)
Position Number:	TBC
Portfolio:	Education
School/Group:	Students Group
Campus Location:	Based at the City Campus, but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 7
Employment Type:	Fixed Term (31 December 2021)
Time Fraction:	1.0

RMIT University

RMIT is a global university of technology, design and enterprise in which teaching, research and engagement are central to achieving positive impact and creating life-changing experiences for our students.

One of Australia's original educational institutions founded in 1887, RMIT University now has 83,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and vocational education, applied and innovative research, and engagement with the needs of industry and the community.

With three campuses in Melbourne (City, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia and Sri Lanka, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 130-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates.

We are a 5-Star university under the QS Stars international evaluation system, and are 16th in the world among universities less than 50 years old (2016–17 QS Top 50 Under 50 index).

In the 2016 QS World University Rankings by Subject, RMIT is 16th in the world (highest ranked in Australia) in Art and Design, and 36th in the world (fourth highest in Australia) in Architecture and the Built Environment. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).

Our research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated "well above world standard" in 13 fields and "above world standard" in a further nine fields.

www.rmit.edu.au

Portfolio/Group

Education Portfolio

The Education Portfolio is headed by the Deputy Vice-Chancellor Education and Vice President who leads the planning and implementation of the University's strategies related to RMIT's academic programs and the RMIT student experience. The Portfolio is responsible for services to support the quality of RMIT programs, including the professional development of academic staff, continuous improvement of the student experience, learning and teaching outcomes and the management of learning and research information sources.

The Education Portfolio plays a key role in empowering students to access education, participate actively in the life of the University and achieve successful and fulfilling lives beyond graduation. The provision of a stimulating and satisfying experience for students is a priority for the University.

College/Portfolio/Group

The Education Portfolio is headed by the Deputy Vice-Chancellor Education and Vice President who leads the planning and implementation of the University's strategies related to RMIT's academic programs and the RMIT student experiences. The Portfolio is responsible for services to support to quality of RMIT programs, including the professional development of academic staff, continuous improvement of the student experience, learning and teaching outcomes and the management of learning and research information sources.

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Students group

The Students group shapes, designs and delivers key student services and experiences to prepare RMIT students for study, life and the global workforce.

We work in partnership with students, academics, professional staff, industry and the community to deliver transformative student experiences that improve access, participation, retention and success for all RMIT students.

Our objectives are to:

- Shape, co-create and inform an inclusive, safe, industry-engaged and global student experience
- Deliver impactful, connected service, care and development opportunities at scale, and to
- Engage, empower and value each other so that together we can make a difference.

We welcome a diversity of perspectives and are inclusive in our approach to work. We are aligned in our passion for having a collective and positive impact on the student experience at RMIT. Our team is comprised of talented and motivated people from a range of professional disciplines and backgrounds at various stages of their careers and including RMIT students.

We are a values-led organisation and we value imagination, agility, passion, inclusion, courage and impact.

The Group is led by the Executive Director Students.

Position Summary

This role is with the Careers & Industry Experiences (C&IE) team, which sits within the Students group. The C&IE team set students up for success in work and life, so they can positively contribute to, and shape the world. We partner with students and industry networks to drive positive employment and innovation outcomes.

You will be responsible for identifying, developing and delivering contemporary future work and skill focused workshop content.

In line with the vision of the wider Careers & Industry Experience team, you will have a collaborative approach to your work, which will be strongly industry informed and student centric.

You will deliver interactive content to support RMIT students to become future ready. You will need to identify employment trends and deliver impactful and engaging sessions that align with the Career and Industry Experiences objectives.

The position involves close collaboration within a cross disciplinary team and consultation with key stakeholders, particularly the Careers and Industry Experiences team.

Reporting Line

Reports to: Senior Co-Ordinator, Student Career Development

Direct reports: Nil

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff, is up to date.

Key Accountabilities

- Identify and draw on careers and employability industry trends to develop, drive and deliver innovative employability workshops.
- Identify workshop requirements that is underpinned by the C&IE team vision, while being influenced by current industry practices and insights.
- Align content and ideas with organisations such as Future of Young Australians or similar and other key RMIT strategy teams.
- Train and develop careers team on industry and future work trends.
- Produce engaging activities, allowing students to develop skills and knowledge.
- Liaise with internal and external stakeholders, as appropriate, to build links with the RMIT community that support student graduate outcomes and opportunities.
- Identify needs of industry requirements and drive aligning content that contributes to RMIT's Graduate Attributes.
- Evaluate and review current content to better align with career and employability needs as well as drive new content for careers consultants.
- Any other duties deemed appropriate and necessary by the Senior Co-Ordinator, Career Development Education.

Key Selection Criteria

1. Formal qualifications and/or significant relevant work experience and demonstrated expertise in content development.
2. Demonstrated experience in analysing relevant industry trends and conversion of those in content for students or related audiences
3. Demonstrated presentation and facilitation skills with the ability to provide engaging content to range of different students, through various online platforms.
4. Demonstrated experience utilising digital platforms and face to face learning tools
5. Highly developed communication skills for engaging with key stakeholders inside and outside the RMIT community.
6. An ability to recognise and apply future industry needs to the Vocational & Higher Education sector in workshop content.
7. Demonstrated ability to think and work collaboratively, laterally, flexibly and effectively in a busy multi-disciplinary team environment.
8. Experience in developing engaging online content and resources based on identified trends, desirable.

Qualifications

Teaching qualification or Certificate IV in Workplace Training and Assessment Qualification and/or experience in areas such as; Careers, RTO, Education Provider, Facilitation, Human Resources, Digital Content Development or similar.

Note: Appointment to this position is subject to passing a **Working with Children** check.

Endorsed:	Signature:
	Name: Niloo Farshchi
	Title: Assistant Director
	Date: