

# Position description

<b>Position title:</b>	<b>Student Development and Employability Advisor</b>
<b>School/Section/VCO:</b>	<b>Student Connect</b>
<b>Campus:</b>	<b>Berwick or Mt Helen Campus. Travel between campuses may be required.</b>
<b>Classification:</b>	<b>Within the HEW Level 6 range</b>
<b>Employment mode:</b>	<b>Continuing appointment</b>
<b>Probationary period:</b>	<b>This appointment is offered subject to the successful completion of a probationary period.</b>
<b>Time fraction:</b>	<b>Full-time</b>
<b>Recruitment number:</b>	<b>849038</b>
<b>Further information from:</b>	<b>Mr Jeremie van Delft, Director, Student Connect Telephone: (03) 5327 6436 E-mail: j.vandelft@federation.edu.au</b>
<b>Position description approved by:</b>	<b>Mr Jeremie van Delft, Director, Student Connect</b>

**This position description is agreed to by:**

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The University reserves the right to invite applications and to make no appointment.**

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources  
Document owner: Manager, HR Shared Services

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## Position summary

The Student Development and Employability Advisor reports to the Coordinator, Student Development and Employability, within Student Development, Student Connect and is responsible for providing students and graduates with the skills to successfully develop their careers. The Advisor will develop, deliver and manage strategic and targeted career development learning activities and innovative programs and resources to facilitate the development of graduate attributes and broader employability skills to meet student's career aspirations.

The position works with the Training and Program Development Officers to develop and implement effective training and professional development programs through the FedUni Career Advantage program. The Advisor also works with the Community and Business staff to ensure that students have the skills and abilities to undertake work placements or work experience.

The Student Development and Employability Advisor will provide individual careers counselling and specialised support for various targeted groups on each campus. The Advisor will also deliver Careers and Employment events.

The Student Development and Employability Advisor will undertake a range of functions to ensure the effective and efficient day-to-day operations of the Student Development and Employability service including:

- updating the online CareerHub database;
- ensuring currency of online and physical information and resources;
- maintain case management records; and
- internal and external marketing and promotional activities for the Student Development and Employability service.

## Key responsibilities

1. Develop, deliver and evaluate innovative career development programs, seminars, resources and events for current on-campus and on-line students, graduates and prospective students.
2. Provide expert individual advice and assistance to students, prospective students and graduates on career related issues.
3. Project manage career development learning and professional skills programs for students and graduates.
4. Establish and manage collaborative relationships with academic staff, professional and technical staff, industry representatives and career professionals. Work collaboratively to develop and implement targeted educational programs for students.
5. Advocate and enable academic staff to embed career development learning into the curriculum.
6. Collaborate with key areas of the University to continually encourage and implement Work Integrated Learning. Ensure that University practice reflects the contemporary labour market requirements and relevant government employment legislation.
7. Represent FedUni at events and meetings and provide direction and guidance on career development learning to prospective students, University staff, government bodies and external organisations.
8. Act as an advisor and consultant to student engagement and other student facing areas on career related matters, including providing integrated program support and contribute to embedding employability skills into relevant engagement activities.

9. Develop physical and online marketing materials, external/internal publications, educational resources and reports.
10. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
11. Undertake the responsibilities of the position adhering to:
  - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - The requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements;
  - Public Records Office of Victoria (PROV) legislation.

## Level of supervision and responsibility

The Student Development and Employability Advisor works under the broad direction of the Coordinator, Student Development and Employability

The Advisor works with employers and students to implement the the Student Development and Employability service. They engage with all areas and levels of staff within the University, relevant external parties and students. The Student Development and Employability Advisor will be required to work unsupervised, and will be required to travel to other FedUni campuses.

The Student Development and Employability Advisor is required to supervise any volunteers and/or other staff who might be assisting with events and projects.

## Training and qualifications

Completion of degree with subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training in either Recruitment and/or Human Resource Management area, is desirable.

Eligibility for membership of Career Industry Council of Australia (CICA) would also be advantageous.

All University positions delivering education and/or services to children (a child for this purpose is considered to be someone below the age of 18 years) must hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

## Position/Organisational relationships

The Student Development and Employability Advisor reports to the Coordinator, Student Development and Employability. The Student Development and Employability team are part of the Student Connect Directorate which is one of the areas within the Student Support and Services Portfolio. The Advisor is required to liaise with academic, teaching and general staff within the Portfolio and across the University and partner providers in performing the key responsibilities of the position.

The Student Development and Employability Advisor is responsible for establishing and maintaining collaborative relationships with internal and external stakeholders to coordinate and facilitate the Student Development and Employability services and represent the University at internal and external functions and events which may be outside normal work hours.

## Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Completion of degree with subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training in Human Resources area, is desirable.  
Eligibility for membership of CICA.  
A valid Working with Children Check Assessment Notice and/or WWC Card.
2. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.
3. Demonstrated experience in the provision of employment and career related advice and services including job-seeking skills, job research, careers counselling and sourcing career relevant labour market trends.
4. Demonstrated commitment to deliver quality customer service, including providing advice and support to a diverse range of stakeholders and the ability to prioritise customer service.
5. Demonstrated ability to operate and collaborate as part of a team and provide high quality input into processes and decisions that have a significant impact on the quality of the student experience.
6. Demonstrated interpersonal and communication skills, including the ability to establish collaborative and effective working relationships with a wide range of stakeholders, ability to speak in public, and develop clear and succinct reports and documents.
7. Demonstrated ability to exercise initiative, prioritise and solve complex problems.
8. Demonstrated organisational skills, including the ability to plan, implement, monitor and evaluate processes and projects within a dynamic environment with multiple and conflicting deadlines.
9. Demonstrated experience in use of Microsoft Office products and database programs such as CareerHub, and experience with professional social media products including LinkedIn.
10. Demonstrated working knowledge and application of the Child Safety Standards.
11. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.