

Position Title	Career Development Consultant
Classification	Level 7
School/Division	Education Innovation and Enterprise
Centre/Section	The Careers Centre
Supervisor Title	Manager, Careers and Experiential Learning
Supervisor Position Number	312740
Position Number	101826, 307674, 307345, 319634

Your work area

The Office of Education Innovation and Enterprise is responsible for strategic leadership and oversight of digital uplift across the full student lifecycle, including both digital enablement initiatives and digital development and capability support. The Office leads the development of innovations in partnerships with third party organisations and industry, and advances UWA's short course and micro-credentials within the UWA Lifelong Learning and Continuing Education framework. The Office of Education Innovation and Enterprise also consolidates multiple initiatives with respect to experiential learning at curricula and co-curricular levels to develop an overall strategy for employability, and broader forms of career development initiatives through establishing and maintaining solid partnerships and engagement with Industry to stay abreast of skill requirements and resourcing needs.

Specifically, the Careers and Employability Centre is responsible for delivery of professional, innovative careers development and employment services to all students (undergraduate, postgraduate and research) at the University. The Careers and Employability Centre works closely with internal stakeholders, including schools and the UWA Student Guild, and external stakeholders, including employers.

Reporting structure

Reports to: Manager, Careers and Experiential Learning

Your role

The Career Development Consultant designs, develops and delivers career education and employment preparation programs including career counselling, supporting related activities undertaken by schools, employers for UWA students. They support the students to take responsibility for managing their career and facilitate access to appropriate resources, whilst developing strategic partnerships with a range of internal and external stakeholders to support programs and partnerships that assist in the student's career development learning.

Your key responsibilities

Provide high-quality career counselling and career education services to individual students including career counselling, career planning and career assessment in line with industry best practice

Develop, deliver and evaluate high-quality, contemporary, evidence-based career education training ,programs, resources and workshops, that meetmarket and student expectations

Provide consultative advice to academic staff, internal and external stakeholders on strategies for incorporating career development learning into teaching and learning activities

Enhance career development learning outcomes by identifying and leading projects and/or initiatives that augment the career development learning and/or employment outcomes for UWA students

Establish and maintain strategic relationships with academic staff, student societies, and employers of graduates

Contribute to the development and implementation of strategies and initiatives aimed at enhancing a student's employability skills and career readiness in line with the UWA employability framework

Stay updated on industry trends, labour market demands, and advancements in career development practices through continuous research and professional development activities

Other duties as directed

Your specific work capabilities (selection criteria)

Post Graduate qualification in Career Development or a related field and eligibility to an Australian career practitioner association affiliated with the Career Industry Council of Australia (CICA) or equivalent professional status that meets CICA requirements including the Professional Standards for Australian Career Development Practitioners

Demonstrated ability in developing, delivering, and evaluating high-quality career education learning programs, activities, resources and skills in a range of service delivery modes

Excellent written and verbal communication, oral presentation and interpersonal skills

Demonstrated organisational skills and the ability to set priorities and meet deadlines

Proven ability to liaise effectively with a range of other professionals and establish effective relationships, and work as part of a multi-disciplinary team

Demonstrated sound knowledge of current trends in employability skills 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

Demonstrated project management skills to deliver and review specific projects that enhance students' career development learning and engage internal and external stakeholders

Demonstrated proficiency across a range of computing skills including electronic records systems, word processing, spreadsheets, databases, internet and email

Desirable

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.

Special requirements (selection criteria)

Some after-hours work may be required

Current Working with Children Check

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/

