

<b>Position Title</b>	Careers Officer
<b>Classification</b>	Level 5
<b>School/Division</b>	Deputy Vice-Chancellor (Education)
<b>Centre/Section</b>	Office of Education Innovation and Enterprise
<b>Supervisor Title</b>	Manager, Careers and Experiential Learning
<b>Supervisor Position Number</b>	312740
<b>Position Number</b>	314300

## Your work area

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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

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Reports to: Manager, Careers and Experiential Learning

## Your role

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As the appointee you will, under general direction of the Manager, Careers and Experiential Learning and in collaboration with senior members of the Employability and Experiential Learning Portfolio, provide career assistance including developing and coordinating projects associated with the needs of students and recent graduates in the University. You will also be expected to support employability related activities undertaken by schools within the University and support engagement with employers in the wider community.

## Your key responsibilities

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Contribute to the development and delivery of workshops and resources to support student and graduate employment outcomes

Liaise with and develop relationships with academic staff, student societies and employers of graduates on employment strategies for incorporation into teaching and learning activities

Provide information and support to current students and recent graduates to improve confidence and employability

Provide support with the development and maintenance of web content, online resources and collateral

Provide support in researching and preparation of article/ resources on career related topics

Liaise with external stakeholders to represent the University

Coordinate and contribute to Education Innovation and Enterprise activities and agreed strategic priorities

Other duties as directed

## **Your specific work capabilities (selection criteria)**

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Relevant tertiary qualification or demonstrated equivalent competency

Substantial experience in developing and delivering training programs, activities and resources

Highly developed written and verbal communication skills

Highly developed oral presentation and interpersonal skills

Highly developed organisational skills and demonstrated ability to set priorities and meet deadlines

Ability to work independently, show initiative and work productively as part of a multi-functional team

Demonstrated proficiency across a range of computing skills including word processing, spread sheets, databases, internet and email

Proven ability to liaise and network effectively with a range of professionals and establish effective relationships with internal and external stakeholders.

## **Special requirements**

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Some after-hours work may be required

Working with Children Check

## **Compliance**

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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](http://hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](http://web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](http://safety.uwa.edu.au/)