

Position Description

Careers Consultant

Position Number: 00059291
Position Title: Careers Consultant
Date Written: June 2018

Faculty / Division: DVC Academic
School / Unit: Careers and Employment
Position Level: Level 7/8

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

Values in Action: Our UNSW Behaviours

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.



Values in Action
 Our UNSW Behaviours



OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

Careers and Employment offers a range of courses, programs, services, events and resources for students aimed at building the necessary skills to gain part-time, internship and graduate employment. They include working with academics to embed career development learning within the curriculum, development and delivery of co-curricular career education seminars, individual career advice sessions with students; a range of employer programs and several niche career development programs.

Careers Consultants empower UNSW students and graduates with the skills to successfully develop their careers. The incumbent 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.

The role of Careers Consultant reports to the Senior Careers Consultant and has no direct reports.

RESPONSIBILITIES

Level 7

- Deliver and evaluate career development seminars, programs and resources for current students and recent graduates which foster the development of employability skills, graduate attributes and individual self-management.
- Provide individual advice and assistance to students and graduates on career related issues.
- Co-ordinate, deliver and evaluate career development learning and professional skills programs for students and graduates.
- Act as an advisor and consultant to student associations on career related matters, including providing program support and contribution to appropriate publications and activities.
- Contribute to the development and delivery of programs through online delivery methodologies.
- Develop written and online educational content, educational resources and reports.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Level 8

- Establish and manage collaborative relationships with academic and professional staff, industry representatives and career professionals to promote career development learning and the generic skills required to maximise employability outcomes.
- Act as a consultant (expert) to provide advice to faculty staff on careers education matters and collaborate with major providers of programs to deliver and increase initiatives to embed career development learning into the curriculum and student experience.
- Manage career development learning and professional skills programs for students and graduates. Ensure the research, design, delivery, evaluation and marketing is innovative, of high quality and reflects industry best practice.
- Evaluate and continually improve the services, advice, programs, course content and resources provided by the Career Development Team to ensure professional standards are maintained.
- Represent Careers and Employment in meetings and functions to ensure University objectives are met and to enhance the reputation of the unit and the University.
- Contribute to the development, design and review of policies, procedures and systems ensuring the team's work is undertaken efficiently and effectively in accordance with UNSW policies and practices.
- Actively apply understanding of relevant legislation and university policies to the development of joint proposals, solutions and recommendations.

SELECTION CRITERIA

Level 7

- Degree with subsequent relevant experience or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- Demonstrated high level skills in developing, delivering and evaluating career development and work integrated learning programs for a wide variety of audiences.
- Proven experience in providing assistance and advice to individuals on careers and employment issues impacting higher education students.
- Effective written and verbal communications skills with demonstrated experience in presenting to various audiences.

- Outstanding interpersonal skills and the ability to liaise at all levels (careers staff, students, academic and professional staff, employers and other careers professionals) and with people from diverse backgrounds.
- Superior skills in online learning platforms such as Moodle; knowledge of a range of multimedia technologies.
- Knowledge of EEO/AA principles.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

Level 8

- Postgraduate qualification with at least four years subsequent relevant experience (OR equivalent level of knowledge gained through any other combination of education, training and/or experience).
- Extensive experience in career development learning in a higher education environment.
- Extensive knowledge of the University community with experience in developing, interpreting and implementing policy and procedure documents.
- Comprehensive knowledge of current work integrated learning best practice.
- Professional member (or eligible for registration as a Professional member) of the National Association of Graduate Career Advisory Services (NAGCAS).
- Proven experience in providing advice to faculty staff on embedding career development learning in the curriculum and developing, delivering and evaluating content for this purpose.

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.