Position Title: Careers Consultant (2 positions)  
Date: Dec 2012  
Written by: Taye Morris  
Division: Pro Vice-Chancellor (Students) and Registrar  
Student Life and Learning  
Office: Careers and Employment  
Reports To: Manager, Careers and Employment  
Approved By: Taye Morris  
HEW Level: 7  
Version: Aug 2014

JOB PURPOSE

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.

MAIN DUTIES

- Develop, deliver and evaluate innovative career development programs, seminars, resources and events for current students, graduates and prospective students.
- Provide expert individual advice and assistance to students and graduates on career related issues.
- Project-manage career development learning and professional skills programs for students and graduates.
- Establish and manage collaborative relationships with academic staff, professional & technical staff, industry representatives and career professionals. Work collaboratively to develop and implement targeted educational programs for students.
- Work with academic staff to embed career development learning into the curriculum.
- Work collaboratively with key areas of the university to continually encourage and implement Work Integrated Learning. Ensure that practice reflects contemporary labour market requirements and relevant government employment legislation.
- Provide supervision and guidance to students completing Work Integrated Learning and Careers and Employment volunteer programs. Manage day to day tasks and ensure correct recruitment and employment policies are followed.
- Represent UNSW at events and meetings and provide direction and guidance on career development learning to prospective students, university staff, government bodies and external organisations.
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 marketing materials, external/internal publications, educational resources and reports.

Abide by the Code of Ethics listed in the Professional Standards for Australian Career Development Practitioners; Ensure Occupational Health and Safety and Equal Employment Opportunity legislation is followed.

**ENVIRONMENT**

**UNSW Student Life and Learning**

UNSW Student Life and Learning is one of the key functional areas in the portfolio of the Pro Vice-Chancellor (Students) and Registrar. It provides a range of academic, personal, and career-related services to enhance the student experience at UNSW. It comprises the following work units:

- Careers and Employment
- Counselling and Psychological Services
- Learning Centre
- Religious Centre
- Student Development International
- Student Equity and Disabilities Unit
- Student Participation Advisors
- Student Complaints and Appeals
- Student Central

**Careers and Employment**

Careers and Employment empowers students and graduates with the skills to successfully development their careers and links employers with students and graduates.

Careers and Employment offer a range of programs, services, events and resources for students aimed at building the necessary skills to gain part-time, vacation and graduate employment. They include working with academics to embed career development learning within the curriculum, development and delivery of co-curricular careers education workshops, sessions with individual students regarding career issues and employer programs.

Careers and Employment also deliver a number of niche career development programs such as Univative and the Professional Development Program (International Students); and deliver curriculum based career development courses including DIPP1112 Introduction to the Workplace.

**STATISTICS**

**Careers and Employment Annual 2013**

<p>| No. of permanent full-time equivalent staff | 9.2 |
| No. of student attendees at Seminars / Employer Events / Appointments | Over 30,000 |</p>
<table>
<thead>
<tr>
<th>No. of Subscribers to e-Newsletter</th>
<th>Over 35,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Employers using C&amp;E Services</td>
<td>Over 2,000</td>
</tr>
<tr>
<td>No. of job vacancies advertised</td>
<td>Over 20,000</td>
</tr>
<tr>
<td>No. of students attending individual Career Advice Appointments</td>
<td>Over 3,500</td>
</tr>
<tr>
<td>No. of student volunteer / work integrated learning placements directly facilitated</td>
<td>Over 300</td>
</tr>
<tr>
<td>No. of Employers attending all three Careers Expo Events</td>
<td>189</td>
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</tbody>
</table>

**PRINCIPAL ACCOUNTABILITIES**

- Develop and deliver educational programs and expert careers advice for students and graduates which is in line with best practice and which fosters the development of employability skills, graduate attributes and individual self-management.

- Liaise with employers and professional bodies from a wide range of industries as well as other careers professionals. Represent UNSW and engage in continual professional development to ensure Careers and Employment information and advice is accurate and up-to-date.

- Establish and manage collaborative relationships with academic and professional staff of UNSW in order to deliver tailored educational programs, conduct research and provide high quality career related information.

- Manage work to ensure a cooperative and effective working environment that contributes to positive internal and external working relationships.

- Ensure that resources are effectively utilised and that activities are conducted within budget.

- Use innovative strategies to continually market and promote Careers and Employment to students and University staff to ensure all students are aware of the Careers and Employment services, programs and resources available to them.

- Comply with UNSW policies and procedures, relevant legislation and other statutory requirements.

- Act with tact and discretion and in accordance with relevant privacy legislation and University policy. Ensure ethical and professional practice is followed.
- 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 careers education programs for a wide variety of audiences.
- Proven experience in providing assistance and advice to individuals on careers and employment issues.
- 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 the use of standard office desktop software such as Outlook, Word, PowerPoint, Excel, online databases and internet applications for researching and preparing reports, presentations, statistics and other documents.
- Knowledge of EEO/AA principles.
- Knowledge of OHS responsibilities and commitment to attending relevant OHS training.