Position Description

Position Title: International Careers Consultant  Date: May 2013
Incumbent/New: Written by: Taye Morris
Division: Pro Vice-Chancellor (Students ) and Registrar
Office: Careers and Employment
Reports To: Manager, Careers and Employment  Approved By: Taye Morris
HEW Level: 7  Version: May 2013

Job Purpose

Careers Consultants empower UNSW students and graduates with the skills to successfully manage 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, with an international focus.

Main Duties

- Develop, deliver and evaluate innovative international career development programs, workshops, 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 international 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 international career development learning to prospective students, university staff, government bodies and external organisations.
- 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 Workplace 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 manage 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 teach into curriculum based career development courses including the Diploma of Professional Practice.

Challenges and Constraints

Gaining access to students often relies on students being proactive in terms of seeking career development education.

Careers Consultants must continually promote to UNSW students and continually develop and foster relationships with faculties and other areas of the university to ensure both students and the wider university community are made aware of the unit.

Careers Consultants must ensure that all the information and advice they provide is accurate and current.
## STATISTICS
### Careers and Employment Annual 2011

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of full-time equivalent staff</td>
<td>9.5</td>
</tr>
<tr>
<td>No. of students attending Workshops / Employer Events / Appointments</td>
<td>Over 30,000</td>
</tr>
<tr>
<td>No. of Subscribers to e-Newsletter</td>
<td>Over 20,000</td>
</tr>
<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>2,775</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 Graduate Careers Expo</td>
<td>132</td>
</tr>
</tbody>
</table>
The incumbent reports to the Director, Student Life and Learning

CAREERS AND EMPLOYMENT

- Director, Student Life and Learning
- Manager, Careers and Employment
- Senior Careers Consultant
- Employer Programs Coordinator
- Web / Systems Administrator
- Information Officer
- Careers Consultants x4.5 (FTE)
**PRINCIPAL ACCOUNTABILITIES**

- Develop and deliver educational programs and expert international careers advice for students and graduates which are in line with best practice and which foster 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.

**SELECTION CRITERIA**

- Degree with subsequent relevant experience or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- Proven experience in providing assistance and advice to individuals on careers and employment issues.
- Outstanding written and verbal communications 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 WHS responsibilities and commitment to attending relevant WHS training.