



**POSITION DESCRIPTION – Professional Services Staff
For levels 6/7 and above**

Position Title: Faculty Career Consultant Level: 6/7
Faculty/Division: GCDE Department/Location: Careers Central

Primary purpose of the position:

To work collaboratively with students and staff in our Faculties, and industry partners, with the view to providing high quality targeted services, programs and resources for (international and domestic) students of that Faculty, which increase student employability and entrepreneurship through access to information, resources, programs and workplace experiences

Position Environment:

To equip graduates to contribute to society and the global workplace through Experiential Learning and employability strategies, and to increase graduate employment outcomes. This role will work across two faculties (SM&H and EIS) assisting Careers Central provide tailored high quality services and programs to students and staff in the faculties. As such, knowledge and experiences relevant to one of the faculties will be highly desirable, along with understanding of relevant labour markets

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time
1.	Design and deliver career development services and programs, which may include initial individual student consultations and services, resume review and mock interview service, group based programs (in consultation with Careers Central and faculty staff) eg Faculty Career Ready Conferences, Career Accelerate and tailored workshops for international and domestic students who seek services and support regarding career options and employability strategies.	Students have enhanced knowledge of information, services and programs which lead to greater career clarity and positive graduate outcomes related to their Faculty, through effective career management and job seeking skills. Referral processes are activated eg students who require in depth career counselling are identified and provided with access to appointments within Careers Central	40
2.	Where appropriate, consult with employer communities and industry bodies with the view to enhance existing recruitment practices, including integration of career development principles throughout the student experience. It may include facilitating on campus employer events.	Complementary to existing faculty practices connect relevant external contacts (employer and community hosts in Australia and in global contexts) to engage with students of the faculty so these employer clients may realise their profile and talent acquisition goals.	20
3.	Responsible for the implementation of experiential learning activities of relevance to a specific faculty. Where relevant, support faculty students engaged in Work Integrated Learning programs eg CRLP200, COMM390 and develop content for eLearning strategies	Lead or support implementation of one program across UOW eg Lucy, one of the UniVative models, or CRLP200, or contribute to the development of learning resources.	20
4.	Professional development and interaction with key Careers Central staff, including Regional	Improvements to service delivery across the institution. Enhanced tailoring of	10

	Career Consultants, Work Integrated Learning Co-ordinator, Career Counsellors, International Career Consultants, Jobs on Campus project officer and GCDE senior staff.	resources to meet the needs of the campus, faculty students and staff, and synergies realised across all workplace learning activities offered across the university.	
5.	Faculty liaison to enhance employability and enterprise strategies occurring inside and outside the curriculum	Improved understanding of faculty/student needs and how these might be met through curricular and co-curricular activities which foster employability and entrepreneurship.	10
6.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing
7.	Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	To ensure a safe working environment for self & others.	Ongoing

Reporting Relationships:

Position Reports to:	Careers Counsellor, Careers Central
The position supervises the following positions:	N/A
Other Key Contacts:	All staff across Careers Central and relevant staff within the specific Faculty such as Head of Students, Faculty Executive Managers, Learning & Teaching leaders, program heads, first year co-ordinators

Key Relationships:

Contact/Organisation:

Faculty Education Committees
 Industry Visiting committee
 Careers Central staff meetings
 FCC peer committee
 Student Support Adviser meetings
 Relevant industry association network functions

Purpose & Frequency of contact

As required by the faculty
 As required by the faculty
 bi monthly
 fortnightly
 Quarterly
 Approximately 1 per month

Key Challenges:

1. Connecting with key Faculty staff – Deans, Head of Studies, Associate Deans, Faculty Managers, Degree Convenors, and Faculty student services centre staff - to ensure student and faculty needs are factored into Careers Central plans and actions
2. Ensuring communication flows effectively from Careers Central (at the hub) out to these roles in the Faculty
3. Managing expectations of the faculties and balancing these expectations with Careers Central activities

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Interpersonal and communication skills to effectively work with students (domestic and international), university staff and community members
- Possess a track record in the delivery of careers related information – to individuals and groups in various formats (eg one to one consultations, print, online)
- Capacity to manage multiple projects with competing demands
- Demonstrated skills in relationship development (presentation of programs and information, consultation, negotiation) to faculty and industry groups. Knowledge of faculty challenges and the judgement and tact to deal effectively with their perspectives

Desirable

- Knowledge of employability, entrepreneurship and transferable skills issues in higher education
- IT skills to manage programs and present information in online and electronic formats

SELECTION CRITERIA - Education & Experience:

Essential:

- Post Graduate studies in Career Development or part completed or intent to complete
- Experience working with relevant graduate labour markets and their recruitment processes

Desirable

- Post Graduate qualifications in Career Development, Education, Management, Community Engagement or Entrepreneurship

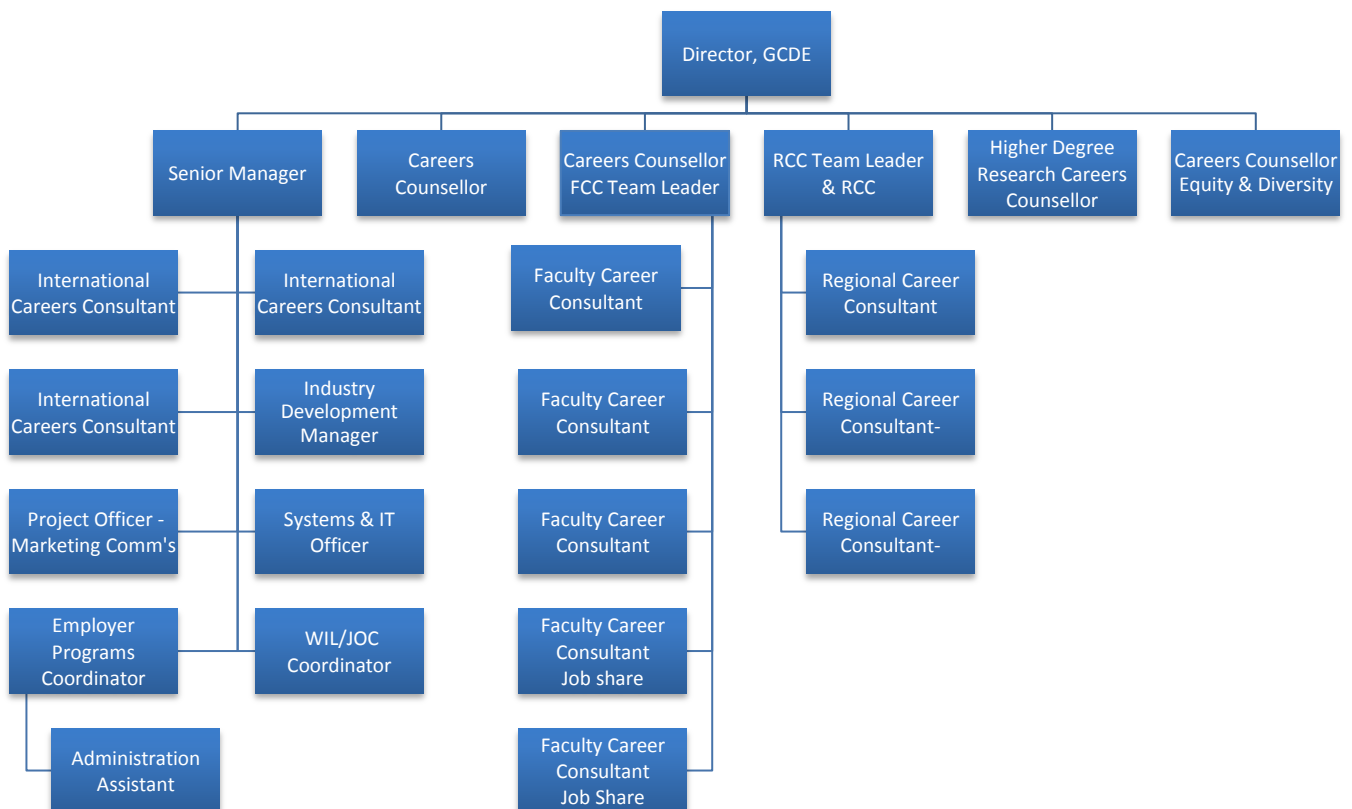
Personal Attributes:

- Proven capacity to work individually and as part of various project teams
- Proactive and enthusiastic approach to innovative program and resource development

Special Job Requirements:

- May on occasion be required to attend work activities at the SBS campuses at Circular Quay and the Innovation Campus
- From time to time may be required to attend work functions outside of normal business hours

Organisational Chart:



Roles and Responsibilities in Relation to Workplace Health and Safety:

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

All Staff

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.