

POSITION DESCRIPTION – General Staff For levels 6/7 and above

Position Title: Higher Degree Research Students Career Counsellor Level: 8/9
Faculty/Division: Academic Services Division Department/Location: Careers Central

Primary purpose of the position:

To work collaboratively with Higher Degree Research staff, students and partners with the view to providing high quality targeted services, programs and resources which increase Post Graduate student employability and entrepreneurship through access to information, resources, programs and workplace experiences. This role will also assume a team leadership role within Careers Central – specifically in relation to supervision of the 5 Faculty Career Consultants.

Position Environment:

To equip Post Graduate research students (domestic and international) to contribute to society and the global workplace through Workplace Learning and employability strategies, and to increase post graduate employment outcomes. This role will contribute to the unit's capacity to provide tailored high quality services and programs to students and staff in the Research Student Centre and in the Faculties.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	% of Time	Office Use Only
1.	Provide student consultations and services, including career counselling, and design and deliver group based programs (in consultation with Careers Central and faculty staff) eg. HDR Career Ready Conferences, integration with the Innovation and Commercial Research Unit's activities and programs. As appropriate, provide service/staff cover for Faculty Career Consultants when they are absent through leave.	Domestic and international 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 guidance and the enhancement of job seeking skills	30	
2.	Account management approach to enhance HDR Centre activities regarding employability and enterprise strategies to ensure a wide variety of approaches can be offered. Responsible for the implementation of professional development and work integrated learning activities of relevance to HDR students, which complement existing practices and programs offered by ATN's eGrad school.	Improved understanding of HDR Centre needs and how these might be met through curricular and co-curricular activities which foster employability and entrepreneurship in the student body. Lead implementation of one Workplace learning program across UOW eg i Univariate, and drive student engagement in LEAP and MORE	30	
3.	In collaboration and alignment with HDR Centre, Careers Central and OCP staff, consult with relevant employer communities and industry bodies	Complementary to existing faculty practices and connections, relevant employer and community hosts	20	

	with the view to enhance existing practices, including integration of career development principles throughout the student experience.	identified to engage with students and the faculty to enable national and global business, industry and community organisations to realise their profile and talent acquisition goals. This will result in increased engagement in awards, scholarships, prizes, workplace learning programs and/or career/job opportunities for relevant students and alumni in national and global contexts.		
4.	Provide leadership, supervision and support for the 5 Faculty Career Consultants	Planning, reporting and human resource activities undertaken which ensure the Faculty based and HDR based role(s) are operating effectively and according to stakeholder needs	15	
5.	Professional development and interaction with key Careers Central staff, including Regional Career Consultants, Work Integrated Learning Co-ordinator, Career Counsellors, International Career Consultants, Jobs on Campus project officer and senior Careers Central staff – Head and Assistant Head	Increased knowledge of Careers Central resources and activities, enhanced tailoring of resources to meet the needs of faculty and HDR students and staff, and synergies realised across all workplace learning activities offered across the university.	5	
6.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing	
7.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
8.	Have OH&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:	Head, Careers Central
The position supervises the following positions:	Faculty Career Consultants (5)
Other Key Contacts:	All staff across Careers Central, RAiD, and HDR Student Centre staff

Key Relationships:

Contact/Organisation:

Director, RSC

Heads of PG Studies

FCC peer meetings

Faculty research staff

Innovation and Commercial Research Unit - iAccelerate

Purpose & Frequency of contact

Fortnightly to ensure cross flow of information and needs are addressed

4 times throughout the year

Fortnightly to ensure role of supervisor is conducted effectively

As appropriate

Monthly to ensure cross flow of information and needs are addressed

Key Challenges:

1. Connecting with key HDR Centre staff, Dean of Research, Innovation and Commercial Research Unit, and Research Program managers in the faculties to ensure student and faculty needs are factored into Careers Central plans and actions
2. Managing expectations of the faculties and HDR Student Centre and balancing these expectations with Careers Central activities
3. Co-location across HDR Centre, iCampus (1dpw), Careers Central (1dpw)
4. To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues. (Do not delete for supervisory roles)

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Interpersonal and communication skills to effectively work with domestic and international Post Graduate research students, university staff and community members – and which also underpin leadership – supervisory functions
- Extensive skills and knowledge in providing career guidance through one to one career counselling (see Competency Guidelines as part of 'CICA Professional Standards')
- Possess a track record in the delivery of careers related information – to individuals and groups in various formats (eg print, online)
- Capacity to manage multiple projects with competing demands
- Demonstrated skills in relationship development (presentation of programs and information, consultation, negotiation) to academics and industry groups. Knowledge of faculty challenges and the judgement and tact to deal effectively with their perspectives
- Creative problem solving and flexibility to adapt to changing business demands

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:

- Higher Degree Research studies in any discipline
- Post Graduate studies in Career Development, or part completed or intent to complete.

Desirable

- Experience working in settings where Post Graduate employment outcomes and recruitment processes are relevant for research students

Personal Attributes:

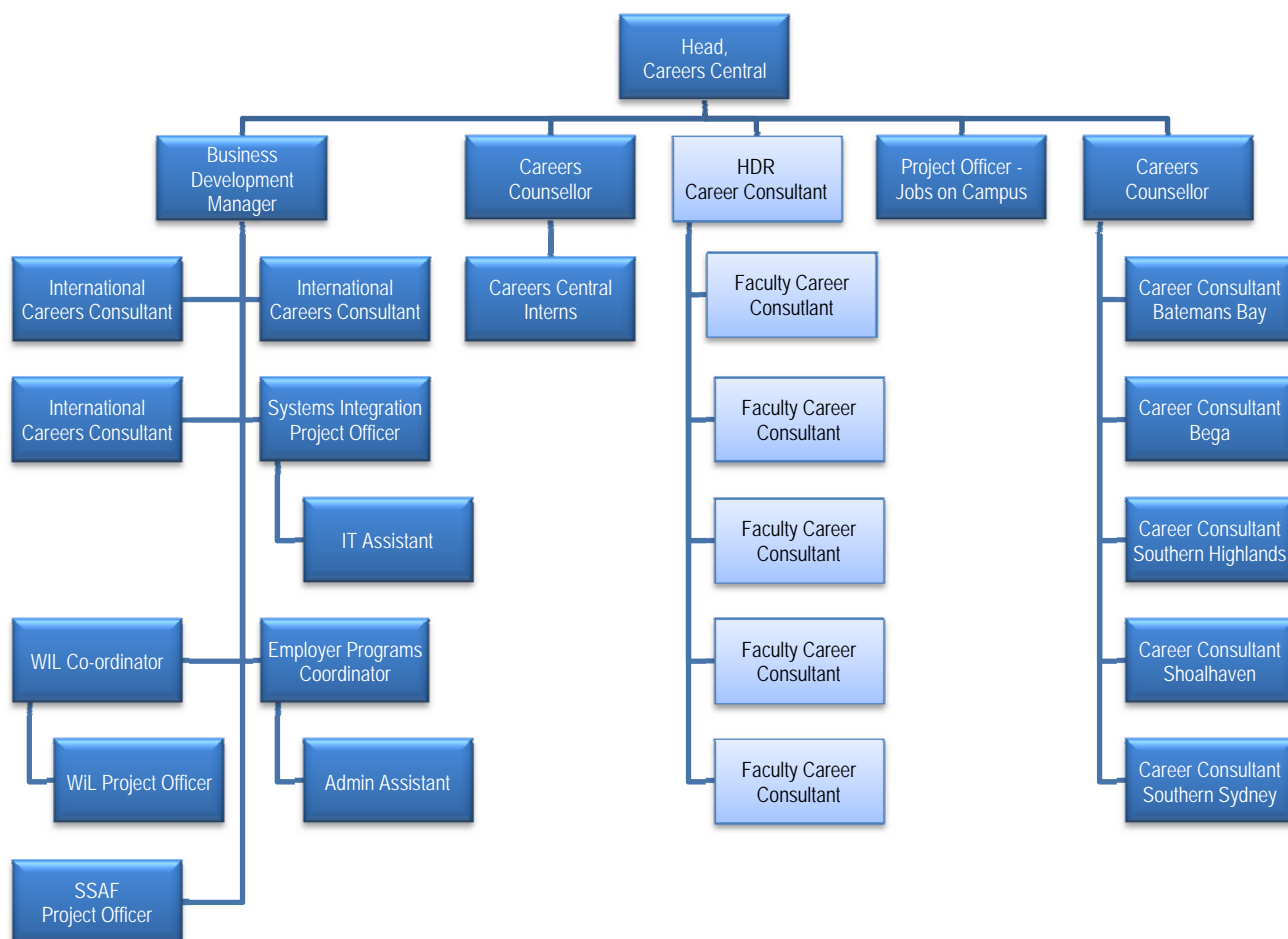
Essential

- Strengths in leading a small team and fostering collaborative approaches to service delivery
- 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:

From time to time may be required to attend work functions outside of normal business hours

Organisational Chart:



Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____