

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

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

Primary purpose of the position:

To work collaboratively with staff in our Faculties at UOW, with the view to providing high quality targeted services, programs and resources for students (international and domestic) 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 Workplace Learning and employability strategies, and to increase 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 faculties. Each of the 5 roles will work in one of the faculties– as such, knowledge and experiences relevant to one of the faculties will be highly desirable.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	% of Time	Office Use Only
1.	Design and deliver group based programs (in consultation with Careers Central and faculty staff) eg Faculty Career Ready Conferences, Festival of Bright Ideas, and tailored workshops for international and domestic students who seek services and support regarding career options and employability strategies. Provide initial individual student consultations and services.	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 job seeking skills. Referral processes eg students who require in depth career counselling are identified and provided with access to appointments within Careers Central, or students may be referred to the Innovation and Commercial Research Unit's activities where relevant	25	
2.	In collaboration and alignment with the specific Faculty, Careers Central, OCP and ICR staff, consult with relevant employer communities and industry bodies with the view to enhance existing practices, including integration of career development principles throughout the student experience.	Complementary to existing faculty practices and connections, relevant employer and community hosts (in Australia and in global contexts) identified to engage with students and the faculty to enable 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 onshore and offshore.	50	

3.	Responsible for the implementation of work integrated learning activities of relevance to a specific faculty	Lead implementation of one Workplace learning program across UOW eg Lucy, one of the Univariate models (i Univariate, eUnivariate, g Univariate, Univariate Sydney) GOEST, ARTS301. Contribute to the delivery of INTR100 (Careers Internship subject) seminars in each Faculty.	15	
4.	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 Careers Central senior team – Head and Assistant Head.	Increased knowledge of Careers Central resources and activities, enhanced tailoring of resources to meet the needs of faculty students and staff, and synergies realised across all workplace learning activities offered across the university.	5	
5.	Account management approach to enhance faculty activities regarding employability and enterprise strategies to ensure a wide variety of approaches can be offered.	Improved understanding of faculty needs and how these might be met through curricular and co-curricular activities which foster employability and entrepreneurship in the student body.	5	
6.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
7.	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:	N/A
Other Key Contacts:	All staff across Careers Central and relevant staff within the specific Faculty such as Sub Deans, Faculty Managers, Learning & Teaching leaders, program heads, first year co-ordinators and Innovation and Commercial Research staff.

Key Relationships:

Contact/Organisation:

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

Purpose & Frequency of contact

As required by the faculty
 As required by the faculty
 Fortnightly
 Fortnightly
 Monthly along with other FCC's
 4 times per year
 Approximately 1 per month

Key Challenges:

1. Connecting with key Faculty staff – Deans, Sub Dean, Associate Deans, Faculty Managers, Degree Convenors, 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 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
- Experience working in settings where employment outcomes are relevant to the faculty role applied for.

Personal Attributes:

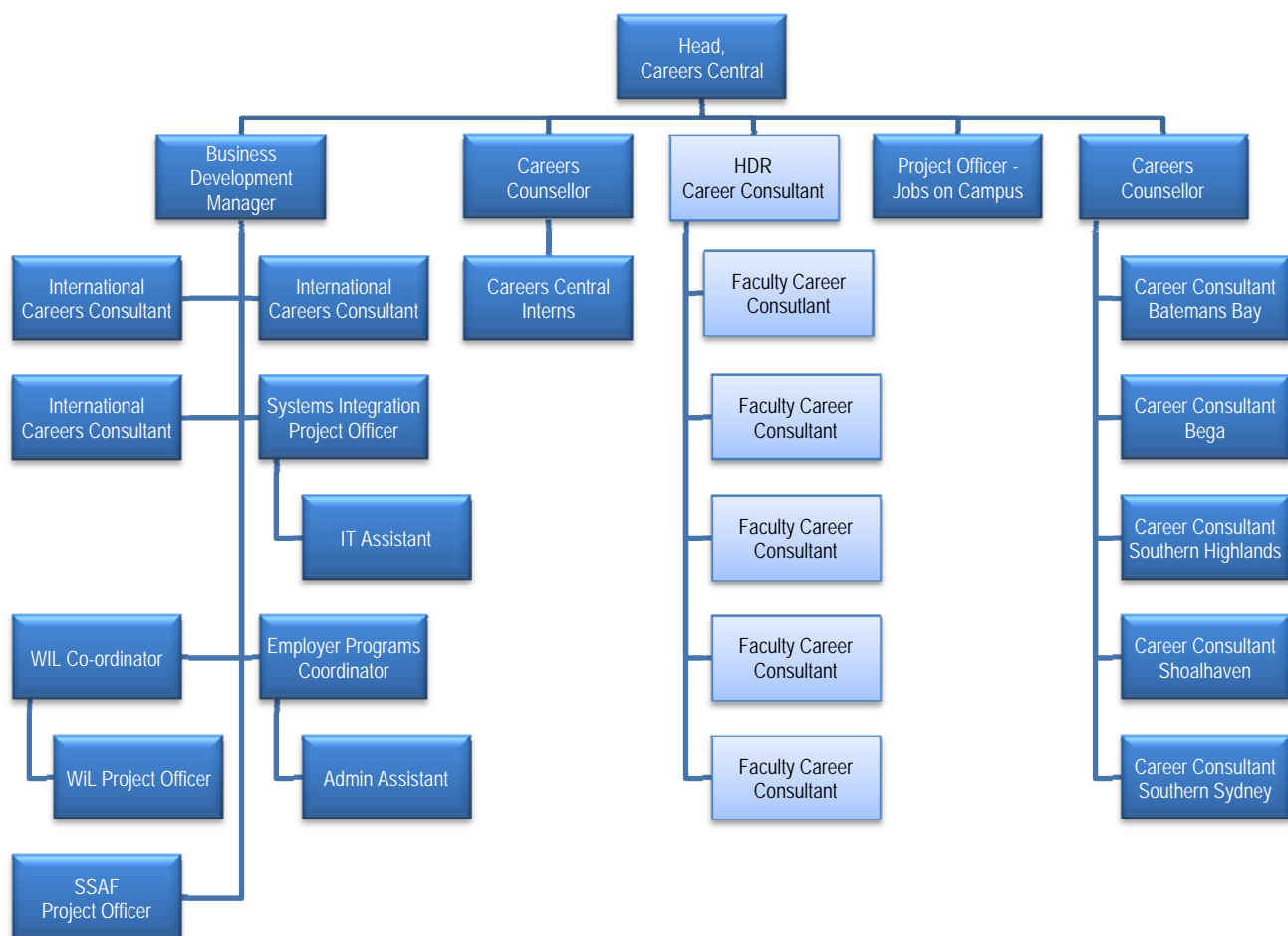
Essential

- 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:



Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____