



## POSITION DESCRIPTION

### POSITION INFORMATION

POSITION TITLE:	Career Adviser
WORK AREA POSITION CODE:	
FUNCTIONAL UNIT:	Career Development Service
ORGANISATIONAL UNIT:	Office of Student Success
CAMPUS:	McAuley Campus (Brisbane) and St. Patrick's Campus (Melbourne) (Two positions)
NOMINATED SUPERVISOR (TITLE):	Manager, Careers
CURRENT CLASSIFICATION:	HEW 7
EMPLOYMENT TYPE	Part -Time (0.4), Fixed Term (31 March 2012)  A period of probation is attached to this position.
DATE DEVELOPED/ REVIEWED	September 2010

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### BACKGROUND

Australian Catholic University is a publicly funded university open to all, irrespective of religious beliefs. It is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, and that is public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

The University has almost 21,000 students and over 1,500 staff. Australian Catholic University (ACU) has six campuses: McAuley at Banyo in Brisbane, MacKillop in North Sydney, Mount Saint Mary at Strathfield St, Signadou in Canberra, Aquinas in Ballarat and Patrick's in Melbourne. The Vice-Chancellor's Office is located in North Sydney.

The structure to support this complex and national University consists of:

- Four Pro-Vice-Chancellors with responsibilities for the following national portfolios:
  - Academic
  - Research
  - Students, Learning and Teaching

- Administration and Resources.

Each portfolio consists of a number of Schools, Directorates or Institutes;

- Five Associate Vice-Chancellors or Campus Deans who focus on the University's local presence and development of the University at the local 'campus' level;
- A Directorate of Identity and Mission that drives both the Identity and the Mission of the University;
- Marketing and External Relations that leads the University's marketing, student recruitment and communications functions.

## **OFFICE OF STUDENT SUCCESS**

The Office of Student Success is an outreach service to students with the purpose of supporting their engagement and participation in tertiary study and university life and the achievement of their individual goals. The Office of Student Success encompasses five student service areas: Academic Skills, Career Development, Counselling, Equity and Disability and Campus Life Services.

The Career Development Service offers students individual information and support to help them make informed career decisions. The Service aims to encourage students to take personal responsibility for making informed career decisions, enabling them to successfully undertake the life-long process of managing their career.

## **POSITION PURPOSE**

These two positions will provide a proactive and high quality career development and employment service on the McAuley and St Patrick's Campuses of the Australian Catholic University.

The incumbent will be responsible for providing one-on-one careers advice /careers counselling for students. They will also initiate, develop, implement and coordinate a range of career development programs, activities and specialist career development resources in collaboration with faculties, schools and service providers within ACU, and in collaboration with employers, alumni and agencies external to the University. This aims to address the career development needs of students, and to provide support and strategic advice in relation to best practice in careers education to faculties, schools and other service providers.

A key objective of the position will be to identify opportunities to collaborate with faculties and units within the university in developing and delivering innovative career development programs and services which might integrate with and/or support degree-discipline programs and focus on community engagement for students. Such programs aim to facilitate student career self-management in ways that reflect the university's graduate attributes and the distinctive Mission of the university in being guided by a 'fundamental concern for justice and equity, and for the dignity of all human beings'.

## **POSITION RESPONSIBILITIES**

The position of Career Adviser on each campus of ACU reports to the Manager, Careers. However, because there is a lone Career Adviser on each of the six diverse campuses, each Career Adviser is accountable for using their own initiative and independent, professional judgment, in consultation with the Manager, Careers, where appropriate, in the application of policy to resolve local issues on their particular campus. Each Career Adviser will respond appropriately to the local needs of students, faculties and internal and external stakeholders on their particular campus, and will, independently, initiate and manage appropriate programs and interventions for their diverse campus communities.

The responsibilities of the Career Adviser include:

1. Facilitate the development of student's skills of career self-management and lifelong learning within a careers context, through the provision of career advice/ career counselling undertaken on an individual basis. This service is available to enrolled ACU students from all faculties, across all year levels and at both undergraduate and postgraduate levels.

2. Research, develop, promote and conduct small and large group career development workshops and seminars on a range of career and employment related topics, aligned with both undergraduate and postgraduate student needs and/or faculty needs on particular campuses.
3. Independently develop links and liaise with key internal stakeholders, such as faculties, schools, other units within the Office of Student Success, student associations or other units within ACU on particular campuses, with a view to working collaboratively to develop and implement innovative career education activities or programs in response to student need and providing strategic support and advice in relation to best practice in career education where this is required.
4. Independently initiate contact with external stakeholders, such as employers, alumni, community organizations or professional bodies, as the need arises, to provide informed advice to students across a range of disciplines or to facilitate employment / community engagement opportunities for students, or to encourage employer participation in campus programs and career related activities.
5. Research, develop and design a range of innovative electronic and/or print based resources appropriate to the needs of ACU students and stakeholders, and contribute to the development of the Career Development and Employment web-site, to ensure that services are delivered in multiple modes, formats and settings and can actively accommodate diversity.
6. Actively market the career service on campus and participate in campus activities designed to promote the campus and the University with the external and internal community e.g. O' Week activities or Open Night, in order to create an awareness of the career service, an awareness of the service's goals and user entitlements, and an awareness of the importance and relevance of career education in the context of the university's graduate attributes.
7. Maintain currency and a detailed knowledge and awareness of the university's academic and administrative policies, procedures and strategic planning initiatives where these impact on the career education context, to ensure that correct, reliable and up to date advice and information informs problem-solving, decision-making, and career counselling facilitation processes undertaken with students.
8. Undertake professional development activities and, in particular, stay informed of developments in tertiary careers education through participation in professional development activities organised by professional associations such as NAGCAS (National Association of Graduate Career Advisory Services), AAGE (Australian Association of Graduate Employers), CDAA (Career Development Association of Australia), and other key industry groups; and adhere to the Code of Ethics for careers practitioners prescribed by CICA (Career Industry Council of Australia) to demonstrate professional competency and conduct.
9. Contribute to the development and strategic direction of the ACU Careers Development and Employment team by participation in staff meetings (videoconferences, teleconferences or travelling to other campuses), contributing to planning and policy formulation, providing reports and other information as required, performing administrative activities, including record keeping, emails and correspondence, conducting regular evaluation, and undertaking other duties associated with the successful and professional conduct of the team as requested.

## **SELECTION CRITERIA**

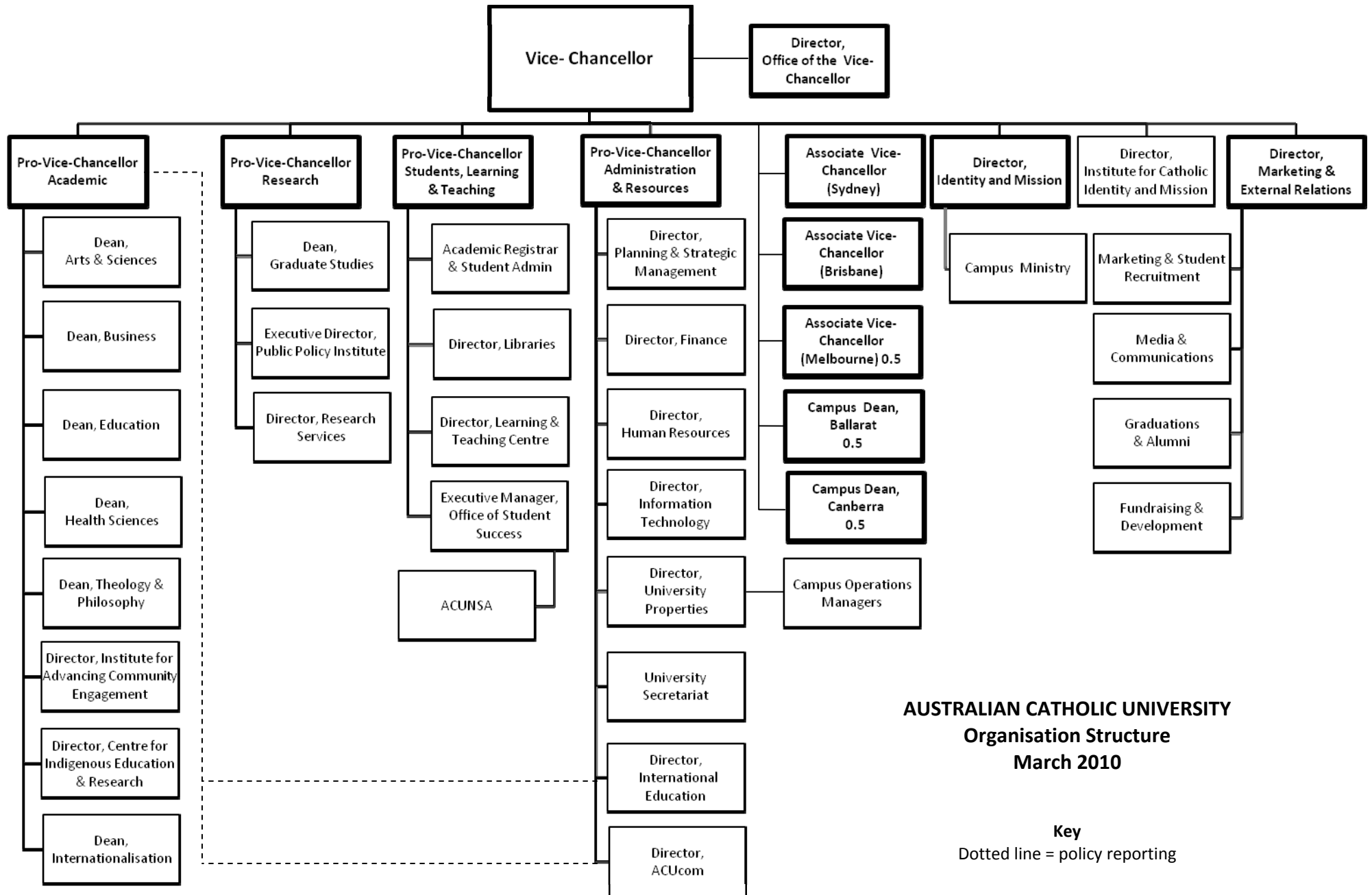
### **Essential**

1. The minimum qualification for this position is a degree and the completion of, or progress towards the completion of, an endorsed Graduate Certificate. This is consistent with the requirements of the *Professional Standards for Australian Career Development Practitioners*. As of 1 January, 2012, a degree plus an endorsed (career development relevant) Graduate Certificate will be the minimum required.
2. Given the high degree of autonomy that will be experienced working individually on each campus and the high level of initiative, judgment, problem-solving, accountability and decision-making capacity therefore required, it is expected that the Career Adviser can demonstrate qualifications, as above, together with substantial relevant experience in the careers field, or an equivalent combination of relevant experience and / or education / training.
3. Demonstrated experience in the provision of career advice / career counselling and excellent interpersonal skills.

4. Demonstrated experience in communicating effectively with students from diverse backgrounds, academics, general university staff and members of the wider business community in a range of written, oral and electronic formats.
5. Demonstrated experience in developing and implementing tailored career education workshops, seminars and/or lectures informed by a knowledge of the graduate employment market.
6. Experience in program management and demonstrated initiative and innovation in program development and in the application of current career development theory to the development of career education programs.
7. Demonstrated high level organisational skills and the ability to be self-motivated and proactive, to work independently or under broad supervision and/or as a member of a small team, and to exercise independent judgment and problem solving capacity in the successful provision of service delivery.
8. Well developed computer skills and competence with a range of appropriate software packages.
9. Demonstrated ability to conduct evaluation for the enhancement of service delivery and outcomes.
10. Applicants should demonstrate understanding and commitment to the specific Mission and Catholic ethos of the institution, to cultural diversity and ethical practice principles, and demonstrate knowledge of equal employment opportunity and occupational health and safety, appropriate to the level of the appointment.

Additional Information about ACU and working at ACU can be obtained from our website <http://www.acu.edu.au>

The ACU Organisational Structure is outlined in the attached Chart



**AUSTRALIAN CATHOLIC UNIVERSITY**  
**Organisation Structure**  
**March 2010**