

Position Description – Careers Counsellor

Position Details

Position Title:	Careers Counsellor
Position Number:	NEW
College/Portfolio:	CoVE
School/Group:	Governance & Strategic Initiatives
Campus Location:	Based at the City and or Bundoora campuses, may also be required to work and or be based at other campuses of the University and at other VE institutions and community workplaces.
Classification:	HEW 7
Employment Type:	Fixed Term (govt funded position until December 2025)
Time Fraction:	1.0 FTE

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo, two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

The College of Vocational Education

The purpose of RMIT's College of Vocational Education is to empower learners and our industry, community and government partners to succeed in the new world of work. Our five-year strategic roadmap, ALiVE@RMIT, purposefully guides everything we do in vocational education to deliver our vision: to position RMIT as a leading multi-sector provider with global impact and influence.

Led by our Deputy Vice Chancellor, the College of VE is reimagining how we deliver vocational education to create unique experiences for our students and partners, so we can:

- lead in practice-based learning
- empower learners for the future of work
- engage industry and community at scale
- grow for impact and influence

The College of VE is delivering impact through transformation that creates long-term change.

Position Summary

The Career Counsellor will be responsible for the delivery of professional, proactive careers counselling and course advice in the Vocational Education (VE) Skills and Jobs Centre. The position involves the provision of coordinated, intensive support services to prospective and existing VE students and public clients to improve access to and engagement with courses and by linking job seekers with employees and employment opportunities. The Careers Counsellor will work with a diverse cohort, including prospective domestic students, employers, pre-apprentices, apprentices, trainees, unemployed or transitioning workers. The role will include one-on-one career counselling sessions and will also include workshop delivery in schools and community centres around metro areas.

Reporting Line

Reports to: Project Manager, VE Skills and Jobs Centre

Direct reports: Nil

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Provide coordinated, individual, intensive careers counseling and support services to prospective and current VE students, employers, apprentices, trainees, unemployed or transitioning workers.
- Source and advertise vacancies suitable for Skills and Jobs Centre clients using Career Centre.

- As part of a small project team, develop, plan, organise, co-ordinate and deliver innovative careers events, workshops and programs to support project outcomes for the RMIT VE Skills and Jobs Centre.
- Collaborate with key stakeholders to develop and deliver integrated career education materials to support student access to and engagement with VE courses and to increase VE outcomes and pathways.
- Liaise with employers and other Victorian TAFE providers to build links across the VE sector for the benefit of job seekers and students that support student career outcomes and enhance student opportunities.
- Build and maintain quality relationships with key university stakeholders, industry bodies, government and other TAFE providers.
- Answer the Skills and Jobs Centre central phone number and manage the central Inbox as required.
- Travel, weekend and evening work may be required upon occasion to attend and facilitate events.

Key Selection Criteria

1. Extensive knowledge of the Vocational Education sector including education and training pathways.
2. Knowledge of the principles of learning and teaching and the demonstrated ability to apply these to the development and delivery of workshops, programs, curriculum and resources to Schools and Community groups.
3. Highly developed and confident communication skills for consulting with academic staff, employers and key stakeholders inside and outside the RMIT community, presentations in schools and community groups and for counselling students with complex needs.
4. Demonstrable knowledge of the labour market and the TAFE and Community Services sectors and the issues that will impact upon employment services to Skills and Jobs Centre clients.
5. Formal qualifications (as specified below), knowledge of career development theory and practice and significant relevant work experience in individual careers counselling to a diverse client group.
6. Demonstrated ability to think and work collaboratively, laterally, flexibly and effectively in a small project team.

Qualifications:

- An undergraduate degree in a related field (desirable)
- Graduate Certificate in Careers Education & Development (mandatory)

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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