

Employability Consultant

HEP Level 6

POSITION NUMBER	Insert 000000
ORGANISATIONAL UNIT	Career Education and Employment
POSITION REPORTS TO	Manager VU Careers Hub
OVERALL PURPOSE	The overall purpose of the Employability Consultant is to deliver job coaching, employability workshops, industry activities and provide general career advice to students through the VU Careers Hub service with the goal of connecting students to employment and
ORGANISATIONAL CONTEXT AND RELATIONSHIPS	<p>Within the University the position:</p> <ul style="list-style-type: none"> ◆ Works within the Career Education & Employment department ◆ Collaborates with a broad range of internal stakeholders including Colleges, Major Partnerships, Alumni Relations, Learning Hubs and the Students Portfolio more broadly. ◆ Will engage with students in program delivery and the provision of employability advice within VU Careers Hub. <p>Outside the University the position liaises with:</p> <ul style="list-style-type: none"> ◆ Collaborates with a broad range of external stakeholders including industry partners, employer groups, industry mentors and VU alumni.
LOCATION/CAMPUS	The position is currently located at the Footscray Park Campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.

KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems and our processes. We will develop the capabilities of our staff to:

Deliver – Excellence Results-driven, accountability, problem solving focus.

Engage – Customer service mind-set internally, externally and particularly for students.

Collaborate and Partner – Build successful relationships, communicate effectively, influence and negotiate.

Innovate – Entrepreneurship, growth, continuous improvement, digital transformation.

Lead – Inspire direction, lead change, manage and develop people.

OUR ORGANISATION

Victoria University (VU) is a dual sector (higher education and TAFE) tertiary institution based in Melbourne, Australia. VU has academic colleges, each covering a broad discipline of study, and several research institutes and research centres. The University has campuses in Melbourne's CBD and western region, and international campuses in Sydney and Brisbane. It also offers courses at partner institutions throughout Asia. Almost 43,000 students, including around 14,000 international students, study VU courses worldwide. In 2016, VU celebrated its 25th anniversary as a university, which also marked its 100 years as an educational institution.

ORGANISATIONAL UNIT

The Career Education and Employment area sits within the Learning Design and Innovation (LDI) unit and has responsibility for supporting HE and TAFE students to gain relevant work experience and transition to employment following graduation. The broader LDI unit is responsible for developing strategic directions in digital learning, cross sector learning design, the use of educational technologies and physical learning environments at VU.

MAJOR TASKS AND ACCOUNTABILITIES

- ◆ Contribute to and assist with the delivery of Careers Education and Employment activities including but not limited to providing students with career advice, job coaching and the design and delivery of employability workshops, projects and programs
- ◆ Identify, assess, and coach student and graduate talent and connect them with suitable job opportunities as well as talent projects that support students to gain employment
- ◆ Create, review and maintain a variety of career resources that meet the needs of a diverse student cohort
- ◆ Refer students to additional University services, programs, workshops and drop-ins
- ◆ Provide a high level of administrative and project coordination support to the Career Hub team and where appropriate the broader Careers and Employment team
- ◆ Liaise effectively and at a high level with organisational units across the organisation to gather information, stay informed and contribute to the requirements of the area
- ◆ Undertake basic research to help generate ideas and proposals for new projects/programs
- ◆ Access and update information within relevant University databases and systems
- ◆ Evaluate and produce reports on project/program outcomes
- ◆ Contribute to the management of employment projects and programs through active engagement and liaison with University colleagues, students, recent graduates and mentors
- ◆ Plan and assist in the coordination and successful delivery of employability and careers events.
- ◆ Plan, design and coordinate marketing and communications to promote employability activities and programs.
- ◆ Promote the benefits of employability, career and mentoring activities to students, University staff, existing and potential mentors.

TYPICAL/MAJOR CHALLENGES

- ◆ Display a high level of judgement, initiative, independence and problem solving skills required in resolving issues and providing advice within own area of responsibility.
- ◆ Direction is provided in terms of objectives which may require the planning of staff, time and material resources for their completion.
- ◆ Proactively resolves issues within their area of operation or refer to management for advice on more complex matters.
- ◆ Provide a consistent, professional service to students, staff and other stakeholders.
- ◆ Maintain accurate and complete records and datasets and deliver on varied tasks to timelines and targets.
- ◆ Operate within and operationalises University policies, procedures and guidelines.
- ◆ Work collaboratively with senior management and other relevant staff; to ensure consistency of advice and solutions.

LEVEL OF SUPERVISION

- ◆ Operates under general direction from the Manager, VU Careers Hub and Careers Hub Coordinator and may be required to supervise students employed as Peer Career Advisors within VU Careers Hub.

PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ◆ Effective project coordination skills, including the application of initiative and problem solving skills.
- ◆ Aptitude or ability to work with relevant University systems and databases.
- ◆ Well-developed interpersonal and communication skills and the ability to develop productive and positive working relationships with a wide range of people.
- ◆ Knowledge of the student experience, University operations and processes.
- ◆ Awareness of privacy and other relevant legislation and application to personal database access and use.
- ◆ Experience and understanding of key factors of a customer service environment.

KEY SELECTION CRITERIA

Essential

1. Knowledge or Training Equivalent to: Completion of a degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields, or an equivalent combination of relevant experience and /or education/training.
2. Demonstrated experience in career development, employability, and/or graduate recruitment, with the ability to provide tailored, outcomes-focused coaching and advice to post-secondary students.

3. Excellent administrative, organisational, project coordination, and time management skills, and the ability to work alone/independently with minimal supervision and meet the position objectives.
4. Demonstrated proficiency in a range of digital tools and platforms, including the Microsoft Office Suite, with the ability to quickly learn and adapt to new technologies and university-based systems to support efficient and effective service delivery.
5. Proven ability to exercise of initiative, judgment and decision making along with the ability to deal with complex issues with sensitivity and confidentiality.
6. Demonstrated capacity to understand and comply with employer policy and practices in all aspects of work and conduct, including OHS and Anti-Discrimination responsibilities and complete/attend relevant training.

Desirable

7. Experience in identifying, screening, and matching student or graduate talent to suitable employment opportunities, including shortlisting candidates and supporting employers through the recruitment process.

Organisational Chart

Careers Education and Employment

