

POSITION DESCRIPTION

POSITION TITLE:	Career Advisor
LOCATION:	This position may be based in Cairns, Sunshine Coast, Brisbane, Toowoomba or Gold Coast
REPORTING TO:	Program Manager
DEPARTMENT:	Mid-Career Checkpoint Program

PURPOSE STATEMENT

The primary purpose of the role is to provide Mid-Career Checkpoint assessments and associated individualised Career Plans for Australians returning to, or those who have recently returned to, the workforce after undertaking caring responsibilities. You will work closely with participants to provide advice and guidance on upskilling for a current job, or transitioning into roles within their current occupation or a new occupation, including training and education options.

To meet the needs of participants, some services will be delivered during flexible hours (morning, evening, Saturday morning) on a roster basis.

OUR VISION

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies

OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

REPORTING

This position reports to the Program Manager.

PRIMARY DUTIES

- Assess each person's job related skills, strengths, preferences and gaps through interview, discussion and testing using proven assessment tools;
- Develop their individualised Career Plan and provide advice and support including VET pathways and education options;
- Develop and maintain relationships with stakeholders, including employers, eligible participants and education providers;
- Perform the Program's administration duties as required;
- Comply with all legislative requirements;
- Commitment to act in a manner which promotes and protects the safety and wellbeing of children and young people by adhering to the Child Safety National Principles and TBG's Child Safety policies and procedure;
- Any other tasks assigned which may be reasonably requested from time to time, which contribute to the success of the organisation.

KNOWLEDGE, SKILLS & EXPERIENCE

- Demonstrated ability to build strong relationships with job seekers and employers;
- Previous experience in a careers advisory role is essential, preferably including skills with older workers;
- Well-developed interpersonal skills (including building rapport, listening and interviewing), and ability to research and write clear Career Plans;
- Self-motivated with a strong client focus and desire to be a part of a service organisation;
- Demonstrated high-level ICT skills in particular the use of the Microsoft suite of programs;
- Demonstrated ability to interpret and apply guidelines, administrative procedures and processes; and comply with all legislative and regulatory requirements including Privacy, Equal Employment Opportunity, Sexual Harassment and Occupational Health and Safety.

QUALIFICATIONS

- Cert IV in Career Development or equivalent qualification is preferred; or a commitment to complete Cert IV in Career Development within the first 12 months of employment is required;
- Career planning and advice experience with a proven understanding of VET pathways is essential;
- Experience assisting older workers with employment and training advice is preferred;
- Driver's license is essential.

KEY DIMENSIONS

WORKING RELATIONSHIPS

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: _____ Date: _____

