



Job Description Career Guidance Officer 50D Level 4

Position Number	10002523, 10002524, 10002525
Division	Organisational Services
Branch	Aboriginal Services
Location	Various
FTE	1.0

Reporting Relationships

Reports to:
Manager Aboriginal Student Support, L7

Direct Reports: 0

Indirect Reports: 0

Agreement/Award *Government Officers' Salaries, Allowances and Conditions Award 1989
Public Sector CSA Agreement 2022 or as replaced*

Key Role Statement

The Career Guidance Officer is responsible for delivering high-quality career development services to Aboriginal and Torres Strait Islander clients and groups of clients of all ages, with a focus on disengaged youth.

The Officer is part of the Jobs and Skills Centre (JSC) and engages with youth, schools and community organisations to assist Aboriginal and Torres Strait Islander clients with post-schooling pathways in collaboration with North Metropolitan TAFE's other Aboriginal Service, including Koolark, Centre for Aboriginal Students.

The Career Guidance Officer provides information on training and further education options to assist clients meet their career goals. The Officer also assists clients with their jobs search skills and assists to connect clients to work experience, employment and/or apprenticeship/traineeship opportunities.

Key Responsibilities

- Provides services regarding careers, training and employment through one-on-one support and group delivery.
- A case management approach for Aboriginal clients where possible and needed for both engaged and disengaged clients.
- Visits schools and community organisations to promote JSC services and assist clients.
- Is responsible for accurately recording service delivery using the CRM, recording employment and training outcomes.
- Fosters collaborative working relationships between staff of the Jobs and Skills Centre and co-located contracted service providers.
- Facilitates information sharing and client referrals between individual JSCs and with/to other service providers as appropriate.
- Demonstrates a commitment to Work Health and Safety laws, Public Sector Standards and Equal Employment Opportunity principles.

- Behaves and formulates decisions in line with the Public Sector Code of Ethics, NM TAFE Code of Conduct and NM TAFE Values.
- Undertakes other duties as directed.

Our Values



Respect



Integrity



Student centred



Accountability



Innovation



Professionalism

Our Culture

The idea of a culture of caring encompasses many things: leaders caring about employees, employees caring about each other and students, and employees caring about why we do what we do.

Caring focuses on building relationships and mutual trust in a collaborative and welcoming workplace where people help and support one another while demonstrating an agreed set of values. Part of your role is to nurture a caring culture.

Selection Criteria

Essential:

1	Under Section 50D of the Equal Opportunity Act, Aboriginality is considered essential
2	Demonstrated capacity to deliver high quality and customer focused career, employment or training guidance and advice, including advice on post-secondary learning options and pathways.
3	Well-developed organisational and time management skills.
4	Highly developed interpersonal and written skills.
5	Demonstrated capacity to participate and contribute actively as part of a team.

Other Requirements

- May be required to work from any College campus.
- Will be required to undertake a Working With Children Check.
- Possession of or willing to undertake study towards a minimum qualification of Certificate IV Career Development or equivalent.
- Hold a current C-class Driver's Licence

The filling of this position has been quarantined to Aboriginal and Torres Strait Islander people. This is an Aboriginal employment initiative that contributes towards improving and increasing Aboriginal and Torres Strait Islander employment outcomes at NMTAFE, an action under NMTAFE's Reconciliation Action Plan.]

Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Business Area Director

Name Kim Hansen
Date 14 April 2026

Delegated Authority

Name Kelly Edwards
Date 28 April 2026