

JOB DESCRIPTION

Employment & Career Advisor

Level:	Level 4
Position Number:	40000919
Location:	Kalgoorlie
FTE:	0.40
Division:	Business Dev & Strategic Partnerships
Branch:	Jobs & Skills Centre
Agreement:	Public Sector CSA Agreement 2022 (and subsequent agreement/s)
Award:	Government Officers' Salaries Allowances and Conditions Award 1989

ABOUT THIS POSITION

The Employment & Career Advisor is a member of the Jobs and Skills Centre (JSC) team implements strategies to engage with primarily Aboriginal job seekers and career changers to connect them to employment and training opportunities.

The Employment & Career Advisor encourages and supports youth and other client groups in their search for apprenticeships/traineeships and other work opportunities. Additionally, the advisor will maintain stakeholder relationships including the Aboriginal community, service providers and Aboriginal organisations.

POSITION'S RELATIONSHIPS

THIS POSITION REPORTS TO:

Manager Jobs and Skills Centre Kalgoorlie	Kalgoorlie	Level 6
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OTHER POSITIONS REPORTING TO ABOVE POSITION:

Aboriginal Engagement Officer	Kalgoorlie	Level 4
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OFFICERS UNDER DIRECT RESPONSIBILITY:

Nil

OUR VALUES

INTEGRITY

We are genuine, honest, and apply high ethical standards.

RESPECT

We treat everyone fairly, valuing the difference between people, taking their preferences into consideration, and acknowledging the rights of others.



COLLABORATION

We work together as a team and communicate openly and honestly with each other. When one does well, we all do well.

INNOVATION

We have a 'can do attitude' and seek solutions that are imaginative, championing flexible thinking and approaches.

COURAGE

We respond to challenges, take appropriate risk and accept responsibility for our actions. We are resilient and positive and show trust in each other.

KEY ROLE INFORMATION

KEY RESPONSIBILITIES OF THE POSITION:

- Provides advice and support on career pathways, resumes writing, job application, interview techniques and job search services.
- Provides advice to the College on current and emerging skills needs of the industry and the community.
- Identifies employment opportunities including apprenticeships and traineeships for Aboriginal people.
- Facilitates and supports employment and training opportunities for Aboriginal people.
- Provides assistance to individuals in the job application process.
- Assists employer and jobseekers to identify the service relevant to their needs.
- Fosters collaborative working relationships between Student Services staff, College staff, JSC staff, contracted service providers and other support agencies.
- Provides client referral information between the network of Jobs and Skills Centres.
- Accurately records service delivery using the Customer Relationship Management system or similar.
- Achieves required number of client contacts as per College contractual requirements with the Department of Training and Workforce Development.

SELECTION CRITERIA

The selection process includes assessing applications against the responsibilities, and the role specific requirements of the position, within the context Personal Leadership and the ability to demonstrate and apply the expected leadership behaviours.

ESSENTIAL:

- Knowledge of challenges and opportunities relating to Aboriginal employment and training.
- Effective written and interpersonal skills for consulting, networking and building relationships with a diverse range of client groups.
- Sound computer skills in using the internet, Microsoft Office, email, and data entry.
- Demonstrated success in working in a service or support related industry.
- Demonstrated ability to work both autonomously and within a team.

DESIRABLE:

- Previous experience in career development and career planning.
- Possession of a Certificate IV in Career Development or prepared to attain.

OTHER REQUIREMENTS

- May be required to work from any College campus.
- Possession of a C or C-A Class Driver's Licence.
- Possession of a current Working with Children Check.
- A successful criminal record screening clearance (Nationally Coordinated Criminal History Check – Department of Education).

CERTIFICATION

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



Joanne Payne
Managing Director

20 February 2024

LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

THE LEADERSHIP CONTEXT FOR THIS ROLE IS: PERSONAL LEADERSHIP.

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of Personal Leadership for this position.

Lead collectively	You acknowledge the relationship between your work and the value it contributes to your team. You understand the College's objectives and can express how your work relates and contributes to achieving operational excellence.
Think through complexity	You think through complexity by following set procedures and applying your knowledge, skills and experience to identify problems as they arise. You use information and analysis to initiate problem resolution and seek guidance as necessary.
Dynamically sense the environment	You engage in your work environment with a positive and open mind, acknowledging that your approach may not be the only effective approach. You seek to understand issues and problems before reacting and discuss them thoughtfully with your team.
Deliver on high leverage areas	You identify the tasks and priorities of your work that are in line with the priorities of your team. You reschedule and reprioritise your work on a daily basis with guidance if necessary to reflect changes in your team environment.
Build capability	You actively contribute to the development of your team's capability, ensuring you support your team members.
Embody the spirit of public service	You promote and show respect for the College in completing your tasks and recognise that your interactions and service delivery have a direct impact on the reputation of the College.
Lead adaptively	You are continually learning and adjusting your approach to be effective in the changing work environment.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.