

Position description

Greater together 

Position title:	Pathways Advisor
Institute/School/Centre/ Directorate/VCO:	Federation TAFE
Campus:	SMB Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 6 range
Time fraction:	Full-time
Employment mode:	Fixed-term employment
Reason for fixed term:	Specific task or project
Probation period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Melissa Cavanagh, Team Leader Skills and Jobs, Reconnect Telephone: (03) 5327 6654 Email: m.cavanagh@federation.edu.au
Recruitment number:	JR101170

Position summary

The Pathways Advisor is responsible for career development advice and support, and employment readiness services to the clients of the Skills and Jobs Centre.

The Pathways Advisor will conduct a range of group workshops and individual assessment sessions to assist students and clients to identify suitable training options that support their career and employment goals.

The Pathways Advisor will also provide limited job matching services that assist students and clients with suitable employment opportunities.

This position is based at the SMB Campus, with travel required across contracted service areas.

Portfolio

Federation TAFE is home to vocational education and training delivered by Federation University Australia and offers a broad range of quality education and training programs, reflecting state and national priorities that address the training needs of individuals and industry.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150

years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in the 2021–2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Provide accessible services to all Victorians in accordance with the Skills and Jobs Centre contract, with a focus on Victorian Government priority cohorts.
2. Conduct individual sessions with clients to identify and advise of suitable training opportunities to develop and meet career plans and goals.
3. Conduct skills assessments with individual students and clients to identify gap training opportunities and provide recommendations for updating their knowledge and/or skills base to meet minimum industry qualification requirements.
4. Develop and deliver personalised career counselling and development sessions, including vocational profiling, goal setting, and Career Action Plans, providing impartial advice and recommendations focusing on training, education and employment pathways.
5. Provide accurate information on Victorian priority industries, Skills First funding, Free TAFE eligibility, , and pathways into apprenticeships and traineeships.
6. Design and deliver a range of group workshops that build capability in job seeking, employability, and study-readiness (e.g. resume preparation, interview skills, returning to study).
7. Build and maintain effective partnerships and networks with community organisations, welfare agencies, employment services, industry groups, and internal Federation University stakeholders to support seamless client referral pathways.
8. Participate and represent the Skills and Jobs Centre at Open Days, school career events, industry expos, and community engagement activities to disseminate information and promote the Skills and Job Centre and Federation TAFE for training and education opportunities.
9. Maintain professional knowledge and registration by participating in ongoing professional development in line with Skills and Jobs Centre staffing standards and CICA expectations.
10. Work collaboratively to shortlist and screen candidates for job matching with suitable employers.
11. Produce accurate and timely reports, contribute to quarterly and annual KPI reporting, case notes, and participate in Communities of Practice.
12. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
13. Embed effective risk management practices to ensure continuous service delivery. Participate in training and exercises to remain prepared for potential disruptions.
14. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;

- the requirements for the inclusion of people with disabilities in work and study;
- Occupational Health and Safety (OHS) legislation and requirements; and
- Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Pathways Advisor reports to the Team Leader, Skills and Jobs Centre, and Reconnect, exercising professional judgment to deliver impartial careers and training advice aligned to SJC standards and government priorities. The role builds strong external partnerships and collaborates internally to support client pathways into training and employment.

The role requires sound knowledge of the Victorian VET system, Skills First, Free TAFE, apprenticeship pathways, and the barriers experienced by disadvantaged cohorts, with the capability to tailor engagement accordingly to achieve student and client goals.

Position and organisational relationships

The Pathways Advisor operates under broad direction from the Team Leader Skills and Jobs Centre, Reconnect. The Pathways Advisor is responsible for establishing and maintaining relationships with Skills and Jobs Centres, Schools, Apprenticeship Centres, employers, and community agencies to promote SJC services and enable referrals.

The Pathways Advisor is further responsible for establishing and maintaining internal relationships with program areas and other stakeholders within the University, to ensure prospective and existing students/clients have access to programs and support services to achieve their training and career goals.

The Pathways Advisor will also be required to work collaboratively with Program Managers, and other internal and external stakeholders for careers days and open days.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. 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. Specialist qualifications that meet the Career Industry Council of Australia (CICA) standards, including:
 - a specialist qualification as a career development practitioner, or related field, at a minimum Certificate IV level.
 - demonstrated experience working in Community Careers and Training Advisor or other relevant field.
3. Hold a valid Employer Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).
4. Current drivers license.

Experience, knowledge and attributes

5. Demonstrated experience in delivering individual and group-based career development or vocational guidance.
6. Demonstrated presentation skills with the ability to deliver group workshops that enhance job readiness and employability.
7. Knowledge of the Victorian VET sector, including Skills First, Free TAFE, apprenticeships pathway options.
8. Demonstrated knowledge and understanding of the barriers faced by disadvantaged or priority cohorts, and experience in tailoring support to meet their needs in study and gaining related employment.

9. High-level interpersonal skills, with the ability to engage effectively with clients from diverse backgrounds.
10. Demonstrated organisational and administrative skills, with accuracy in data entry, record keeping, and meeting KPI and reporting requirements.
11. Demonstrated ability to build and maintain stakeholder relationships and referral networks with an understanding of training/education and employment support services available to students.
12. Advanced digital capability, including proficiency in Microsoft Office applications such as Word, Excel, PowerPoint, Teams, and email, as well as the ability to use other relevant systems and applications.
13. Ability to work collaboratively in a team and operate independently within required guidelines.
14. Demonstrated working knowledge and application of the Child Safety Standards.
15. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.