



Position Description – Career Consultant

Position Details

Position Title: Career Consultant

College/Portfolio: Vocational Education **School/Group:** VE | Skills & Job Centre

Campus Location: Primarily based at Bundoora campus and Melbourne CBD, and the potential to work across other RMIT campuses as required.

Classification: HEW 7 **Time Fraction:** Full-time and part-time

Employment Type: Fixed Term (funded by the Victorian Skills Authority)

Fixed Term Reason: Specific Task or Project Externally Funded

Reporting Line: Project Manager – RMIT Skills and Jobs Centre

No. of Direct reports: Nil

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

The College of Vocational Education

The purpose of RMIT's College of Vocational Education is to empower learners and our industry, community and government partners to succeed in the new world of work. Our five-year strategic roadmap, [ALIVE@RMIT](#), purposefully guides everything we do in vocational education to deliver our vision: to position RMIT as a leading multi-sector provider with global impact and influence.

Led by our Deputy Vice Chancellor, the College of VE is reimagining how we deliver vocational education to create unique experiences for our students and partners, so we can:

- lead in practice-based learning
- empower learners for the future of work
- engage industry and community at scale
- grow for impact and influence

The College of VE is delivering impact through transformation that creates long-term change.

Position Summary

The Career Counsellor will be responsible for the delivery of professional, proactive careers counselling and course advice in the RMIT (VE) Skills and Jobs Centre. The position involves the provision of coordinated, intensive support services to prospective and existing VE students to improve access to and engagement with VE courses and by linking VE job seekers and employers. The Careers Counsellor will work with a diverse cohort, including prospective domestic students, employers and priority cohorts, such as pre-apprentices, apprentices, First Nations peoples, people with disabilities, migrants and refugees, unemployed or transitioning workers. The role will include one-on-one career counselling sessions and will also include workshops in schools and metro and regional areas.

Externally funded by the Victorian Government under the Skills and Jobs Centre program, this role delivers program-specific services including careers counselling, course advice, workshops, employer and industry engagement, and proactive support for priority cohorts in line with government initiatives. The position does not form part of the University's ongoing operational workforce. There is no confirmed commitment of funding beyond the current funding agreement, and the position will cease when this funding ends.

Key Accountabilities

- Provide coordinated, individual, intensive careers counselling and support services to prospective and current VE students, employers, apprentices, community stakeholders and priority cohorts.
- Source and advertise vacancies suitable for Skills and Jobs Centre clients using Career Hub
- As part of a small project team, develop, plan, organise, co-ordinate and deliver innovative careers events, workshops and programs to support project outcomes for the RMIT VE Skills and Jobs Centre.
- Collaborate with key stakeholders to develop and deliver integrated career education materials to support students and priority cohorts with access to and engagement with VE courses and to increase VE outcomes and pathways.
- Liaise with employers and other Victorian TAFE providers to build links across the VE sector for the benefit of job seekers and students that support student career outcomes and enhance student opportunities.
- Build and maintain quality relationships with key university stakeholders, industry bodies, government and other TAFE providers.
- Answer the Skills and Jobs Centre central phone number and manage the central Inbox as required.
- Travel, weekend and evening work may be required upon occasion to attend and facilitate events.

Key Selection Criteria

1. Extensive knowledge of the Vocational Education sector including education and training pathways.
2. Knowledge of the principles of learning and teaching and the demonstrated ability to apply these to the development and delivery of workshops, programs, curriculum and resources to Schools and Community groups.
3. Highly developed and confident communication skills for consulting with academic staff, employers and key stakeholders inside and outside the RMIT community, presentations in schools and community groups and for counselling students with complex needs.
4. Demonstrable knowledge of the labour market and the TAFE and Community Services sectors and the issues that will impact upon employment services to Skills and Jobs Centre clients.

5. Formal qualifications (as specified below), knowledge of career development theory and practice and significant relevant work experience in individual careers counselling to a diverse client group.
6. Demonstrated ability to think and work collaboratively, laterally, flexibly and effectively in a small project team.

Qualifications

- An undergraduate degree in a related field (desirable)
- Graduate Certificate in Careers Education & Development (mandatory)

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

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