

Regional Development Australia
Murraylands & Riverland

Job & Person Specification

Career Development Practitioner

MURRAYLANDS & RIVERLAND



**Regional
Development**
Australia

MURRAYLANDS & RIVERLAND
SOUTH AUSTRALIA

March 2018

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| Position Title | CAREER DEVELOPMENT PRACTITIONER |
| Location | Berri & Murray Bridge |
| Reporting | Career Development Services Manager |
| Service area | Murraylands & Riverland |
| Travel requirements | Some travel in the region for outreach services on an appointment basis. |
| Salary Range: | \$50,000 - \$55,000 FTE, plus Superannuation |
| Contract Term | Initial 12 month contract role, with a 3 month probation period |
| Hours | Up to 0.8 FTE. Flexible working hours and days negotiated for the right candidate. |

PURPOSE

CAREER PRACTITIONER

The Career Development Practitioner is to provide quality Career Development information and advice to Work Ready participants in the Murraylands & Riverland region. This will include developing resumes, assisting with writing job applications, assisting with on-line job applications, developing job interview techniques and exploring career opportunities. The incumbent will be required to collect data relevant to the Career Development Centre, to provide input and develop strategies that address trends in local industry, and to develop healthy relationships with Registered Training Organizations and other service providers.

The incumbent will be required to facilitate workshops and training relating to Career Development.

The Career Development Centre will provide services to all Work Ready target groups including Youth, Mature Age, Indigenous and Disabled participants together with general members of the public.

RESPONSIBILITIES

- To deliver quality career advice to participants via one-on-one and groups sessions
- To deliver workshops that address the career development needs of participants and other interested parties
- Actively develop and foster opportunities for employment and training programs and activities in the region
- Appropriately publicize, promote and acknowledge Work Ready Job First Employment Programs and the Department of State Development (DSD) in the Regions program as specified in the funding deed
- Develop and foster positive relationships for employment and training programs and activities in the region

- Work cooperatively with the regional stakeholders
- To provide Leadership to participants of the project, to lead by example, to make decisions (where appropriate) that are aligned with Regional Development Australia's policies and procedures
- Some Intra and Inter State Travel may be required
- Be prepared to attend Professional Development activities as required

RELATIONSHIPS

Internal: RDAMR Chief Executive
 RDA Murraylands Career Development Services Project Manager
 Other RDA Managers
 DSD (Department of State Development) Regional Manager

External: Job Services Australia Providers
 DECD
 Local High Schools
 Independent Learning Centres
 Registered Training Organizations
 Other Career Development Centres
 DSD
 Local Government
 Community Members

PERSON SPECIFICATION

Essential Requirements

- Broad knowledge of the current labour market and the training and employment services sector.
- A qualification in Career Development or Training and Assessment or a willingness to enroll and complete online as part of the on-job professional development.
- Demonstrated understanding of Career Development
- Highly developed communication, interpersonal and writing skills
- Highly developed computer skills including Microsoft Office programs
- Ability to interpret policies and procedures
- Ability to deliver workshops to groups
- Experience in office procedures
- Ability to work unsupervised
- Ability to communicate with a range of audiences.
- Ability to conduct self in a professional manner
- Experience or ability to work with individuals and assist with career advancement such as resume, application letters and referrals to further training and education opportunities.
- Some Project Management support experience would be desirable.

Desirable Characteristics

- DCSI Clearances – Youth, Vulnerable Persons (must be willing to obtain).
- RAN Training – Report Abuse and Neglect
- Knowledge of NDIS
- Knowledge of National and State strategic direction relating to Career Development
- Knowledge of local industries
- Knowledge of local Training and Employment opportunities
- Knowledge of RTO's who deliver training within the region.
- Experience working with
 - Youth
 - Mature Age
 - Disabled
 - Indigenous
 - Culturally and linguistically diverse people