

Position Title: Career Pathways Adviser	Business Unit: Dean & Academic
Reports To: Associate Dean Scholarship & Educational Futures	Direct Reports: No
Employment Type: Full Time	Classification: General Staff Level 7 – Education Services (Post Secondary Education) Award 2020
Budget responsible for: N/A	Location: Wellington Street Campus

Purpose of the Role

At Collarts, we are committed to fostering an inclusive and supportive environment where all students can thrive. Our strong industry connections and focus on workplace-based learning are central to our approach, ensuring that students gain real-world experience as part of their studies.

The world of work is evolving rapidly—driven by digital transformation, portfolio careers, and a growing emphasis on social and environmental impact. To navigate this changing landscape, students need the skills and confidence to work autonomously across diverse environments. The **Career Pathways Adviser** plays a crucial role in preparing students for this future, helping them develop career strategies, connect with industry, and build the adaptability needed to succeed.

This role involves providing personalised career guidance, developing resources to support student employability, facilitating industry placements, and strengthening industry partnerships. Working closely with the Academic Support team, Work Integrated Learning (WIL) team, and Program Leaders, the Career Pathways Adviser ensures that career development initiatives are integrated across the student experience.

This position is based at the Wellington Street campus in Collingwood with a requirement to be present and visible at the other campuses on a regular basis.

In this role there may be occasional times when working outside of normal hours is necessary to attend student events, meet project deadlines or operational needs.

Strategic Goals the role contributes to the success of achieving

We will better prepare students for study with foundation courses that build capacity, capability and confidence. Our student support will be world-class, adapting to the needs of our diverse cohorts. We will partner with students to codesign an outstanding student experience.

We will launch an alumni program that connects our graduates, providing a launchpad that accelerates careers. We will help our graduates thrive in the world and stay skilled ahead of rapid industry transformations.

We will give Collarts students access to new curriculum opportunities, including electives, shared units, double degrees, UG certificates, VET qualifications and professional accreditations that boost their artistry, entrepreneurship and employability and fill our classrooms. We will keep alumni and industry partners up to date with the latest skills and knowledge via short courses.

We will launch new postgraduate courses that deepen our mastery and provide elevated employment outcomes for graduates. Partnering with industry, we will produce tomorrow’s leaders, able to positively contribute to their professions and secure brighter futures.

Key Outcomes

- Students actively engage with career development services, as evidenced by participation rates and feedback.
- Students receive personalised and relevant career guidance, gaining clarity on their career goals and pathways.
- Industry placement processes are well-managed, ensuring a positive experience for both students and host organisations.
- The WIL Committee is effectively convened and managed, fostering collaboration and strategic development of WIL opportunities and providing valuable insights to the Teaching and Learning Committee and Academic Board.
- Placement records and agreements are accurately maintained, ensuring compliance and smooth operations.
- Career success stories are shared to inspire and inform students, contributing to a strong career-focused culture.

Key Accountabilities

The following accountabilities are not exhaustive, and others may be included as directed and in alignment with the role classification level.

Careers Guidance and Counselling

- Conduct one-on-one career counselling sessions with students to assist in identifying career goals and pathways.
- Develop and deliver workshops/resources on key topics such as resume writing, social media presentation, interview skills, and job search strategies.
- Maintain up-to-date knowledge of industry trends and employment opportunities relevant to Collarts' disciplines.
- Assist students in developing professional networks and connections within their chosen fields.
- Promote and communicate stories of successful student journeys, both internally and externally.
- Track and report on student engagement to continuously improve services.

Industry Placements

- Collaborate with industry partners to create placement and job opportunities for students.
- Collaborate with Program Leads to develop industry placement partnerships with key businesses or organisations.
- Work with relevant Collarts teams to develop internal placement opportunities for students.
- Maintain accurate records for placements across all courses (including Register of Approved Providers, Placement Agreements, Insurance Requirements, Complaints and Grievances)
- Manage the processes for monitoring and evaluating the placement experience.

Work Integrated Learning

- Convene the WIL committee.
- Prepare regular reports for the Teaching and Learning Committee and Academic Board.

Compliance

Maintain full compliance with all relevant legislation and regulations, including but not limited to:

- education legislation such as HESA, ESOS and the requirements of CRICOS / National Code,
- quality standards issued by education regulators TEQSA and ASQA,
- consumer protection and human rights legislation including anti-discrimination protections, and
- workplace health and safety legislation and associated safety instructions.

Selection competencies

Essential competencies

- Bachelor's degree in a relevant field such as Career Counselling, Employability or Work Integrated Learning.
- Minimum of 2 years demonstrated experience in career advising or a similar role, preferably within the creative arts sector.
- Strong understanding of the creative industries and employment landscape.
- Excellent communication and interpersonal skills.
- Demonstrable ability to build and maintain relationships with students, faculty, and industry partners.

Desirable competencies

- Strong network of industry connections.
- Strong administration skills – organised, systems oriented with meticulous attention to detail.
- Experience of working in the tertiary education sector.

Our Collarts Values

All employees are required to conduct themselves in accordance with the Code of Conduct and associated Human Resources policies and uphold Collarts core values of:

CURIOSITY Play, have fun, try new things, experiment, adapt and learn. Accept ambiguity and uncertainty. Embrace nuance and complexity. Ask questions and be open minded.

KINDNESS Get to know people, be gentle and respectful. Ask for help and help others. Be generous, humble and compassionate. Make kindness the currency of authentic relationships.

CONNECTION Share information freely, listen deeply and be honest. Invite people in. Build trust. Find collaborators who yearn for the same things. Have faith in the power of the team.

COURAGE Take risks. Be ambitious and determined. Find your voice: speak up and be vulnerable. Persevere. Practise progress over perfection. Make failure a step towards success.

MASTERY Immerse in the creative process. Find your thing: show grit in the face of struggle. Hone your craft and artistry. Challenge yourself in the relentless pursuit of excellence.