

Position Title	Career Development Consultant
Group/Portfolio	Deputy Vice Chancellor (Education) - Student Experience and Employability
Classification	HEW 8
Position Number	00064143
Reports To	Senior Manager, Careers and Employability
Employment Type	Fixed Term

1.0 Position Purpose

Under the direction of the Senior Manager, Careers and Employability, this position contributes to the delivery of high-quality, inclusive career development services that strengthen student career capability and graduate employability outcomes. The role provides career development support through consultations, programs and workshops, informed by best practice, labour market insights and student data.

The position also supports the integration of Career Development Learning (CDL) across curriculum through collaboration with academic staff and the Manager, Employability and Curriculum Innovation. Working in partnership with students, academic and professional staff, and other relevant stakeholders, the role contributes to the design and delivery of scalable career education resources and initiatives that enhance student career readiness and transition outcomes.

2.0 Eligibility Requirements

- Postgraduate qualification in Career Development, Career Counselling, Career Education, or a related discipline that meets the Professional Standards for Australian Career Development Practitioners and is recognised by the Careers Industry Council of Australia (CICA); together with relevant professional experience and demonstrated specialist expertise in career development, including the ability to apply contemporary career development theory and practice.

3.0 Key Responsibilities

- Collaborate with academic staff and the Manager, Employability and Curriculum Innovation, to embed Career Development Learning within the curriculum and enhance graduate employability outcomes.
- Provide high-quality career development consultations and advice to support student and graduate career decision-making, employability and transition outcomes.
- Design, deliver, evaluate and improve scalable Career Development Learning resources, including online modules and materials, career guides, workshops and AI-informed tools.
- Design and deliver structured student development programs, including mentoring, employer engagement and experiential learning initiatives, for priority student cohorts with specialist needs.
- Contribute to the design and delivery of curriculum-linked and co-curricular initiatives that support student professional identity, employability and career readiness, including

partnerships with student-led organisations, guilds and industry-connected programs.

- Maintain contemporary knowledge of career development practice, labour market trends, digital tools, AI applications and graduate outcomes to inform service delivery.
- Use student engagement data and graduate outcomes insights to inform planning, evaluation and continuous improvement.
- Contribute to policy development, projects and initiatives within the Student Employability and Experience portfolio and across the DVC Education Portfolio as required.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act, and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).